

**Cluster G Family Outreach and Quality Assurance Committee  
Meeting Agenda  
August 20, 2024**

**Objective 4: Increase and improve communication and collaboration among all early intervention stakeholders in the cluster(s).**

- Identify community resources and engage in ongoing communication and collaboration with families, early intervention service providers, SPOE staff, LPCC members, transition committee members, referral sources, and community partners.
- Develop procedures for informing families about the LPCC and inviting families to attend meetings.
- Participate in ICC workgroups and other committees/groups relevant to early intervention and the broader early childhood system.

- 1) Introductions (if needed)**
- 2) Approval of Minutes**
- 3) First Steps to Reading Fun**
- 4) State Activities – Parent Focus Group**
- 5) Parent Involvement**
- 6) Announcements/Close**

**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL  
Family Outreach & Quality Assurance Committee Meeting Minutes  
August 20, 2024**

**Present:** Stacy Williams (LPCC), Katarina Groves (LPCC), Angela Touseull(LPCC), Jamie Le Sesne Spears(Childcare Answers), Jennifer Faronbi(Parent), Lizzy Laskowski(SPOE), LaVon Marshall(Grandparent), Mariana Barquet(EHDI Program).

Agenda Items	Discussion	Action Items
<b>Introductions/Welcome</b>	<ul style="list-style-type: none"> <li>• Angela opened the meeting with introductions.</li> </ul>	
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• Lizzy made a motion to approve the minutes from the last meeting; Jamie seconded; the motion carried, and the minutes were approved as written.</li> </ul>	
<b>First Steps to Reading Fun</b>	<ul style="list-style-type: none"> <li>• Angela shared the postcard for the upcoming event scheduled for September 21<sup>st</sup> from 10-noon at Easterseals Crossroads in their garden area. Postcards have been sent off to print and will be going out to First Steps families soon.</li> <li>• Angela provided a recap of the annual event for families. It is a carnival type atmosphere with games, snacks and crafts for families. We partner with the Crossroads Guild who purchase books to be given out to families that day. This year's theme is all things animals. HedgeHog Hannah and Balloongenuity will be there thanks to the generosity of the Guild. We have several organizations that will have information booths as well (Childcare Answers, InSource, Uniquely You, Family to Family with Waiver information, and the Indiana School for the Deaf).</li> <li>• Lizzy and her mom will provide a craft for the event again this year. She plans to have a book themed craft that incorporates the <i>Hungry Caterpillar</i> and <i>Rainbow Fish</i> books.</li> <li>• Barbara Sanders plans to bring her students to volunteer once again this year. Anyone else who would like to volunteer are most welcome and can bring their own children with them. Volunteers will need to arrive by 8:30 am.</li> </ul>	
<b>State Activities-Parent Focus Group</b>	<ul style="list-style-type: none"> <li>• Angela shared that the state has been offering Town Hall meetings for families to get connected and to meet with state staff. This is a way for families to provide feedback to state personnel and get questions answered. The next ones are scheduled for 10/24 at 1pm or 6:30pm via an</li> </ul>	<ul style="list-style-type: none"> <li>• Angela will share the link for the Town Hall with the group.</li> </ul>

	<p>online platform. Registration is required on the state's First Steps site.</p>	
<p><b>Parent Involvement</b></p>	<ul style="list-style-type: none"> <li>• Angela shared strategies that council staff have used, or plan to use to get more parent involvement with the council: <ul style="list-style-type: none"> <li>➤ She shared the <i>Lend a Hand</i> document that has been used in the past. Staff plan to add a QR code that links to the website so families can get more information about the council. It will also be distributed at the upcoming reading event and will be included going forward in the IFSP packets that service coordinators use with their families.</li> <li>➤ Angela has been working hard on the local Facebook page and would like to get more parents coming to this site.</li> <li>➤ The council meeting times have been posted on the website.</li> <li>➤ Stacy continues to talk to new SCs about the council.</li> <li>➤ Council information is shared at All Staff meetings to keep it front and center with staff.</li> <li>➤ Parents who are involved in the council are recognized each year at the Annual Awards Luncheon.</li> <li>➤ Parent involvement will be a standing agenda item for the committee going forward.</li> </ul> </li> <li>• Jamie recommended that the <i>Lend a Hand</i> flyer be handed out to families rather than relying on them picking them up.</li> <li>• Mariana was very interested in providing handouts to her families at upcoming events.</li> <li>• Katarina wondered if we could get the flyer into the hands of providers to share with families as well.</li> <li>• LaVon felt events that allow your children to participate are the best for families.</li> <li>• Jennifer felt that any events that allow parents to interact with other parents would be very beneficial. She personally has joined Facebook groups with other parents and likes to attend the NICU reunion to be with those who have things in common.</li> </ul>	<ul style="list-style-type: none"> <li>• Angela will make copies of the handout for Mariana to use.</li> <li>• Family stories can be submitted to Angela.</li> </ul>

	<ul style="list-style-type: none"> <li>• Lizzy suggested making connections with other disability groups. There is a Hendricks County Special Needs Facebook group for instance.</li> <li>• Mariana works with Hispanic families a lot and will invite them to events and goes with them. We just need to think of one person to invite and the numbers will grow.</li> <li>• Angela shared that we continue to look for family stories related to their First Steps experience. These stories can be posted on the local website and can also be shared with legislators as we make our visits to advocate for the program.</li> <li>• Stacy let the group know that they are always welcome to go along as we visit with legislators. Mariana was willing and would like to speak to the multicultural aspects and needs of the program. Jamie was willing to do a family story and to visit with legislators. Lizzy and Jennifer were also willing to pay a visit.</li> </ul>	
<p><b>Announcements/Close</b></p>	<ul style="list-style-type: none"> <li>• Jamie shared that she has been working with providers who have complaints about childcare facilities. Children have been denied due to disabilities, and not being potty trained. She is available to check on the licensure of facilities.</li> <li>• Mariana shared that they are offering a 10-hour training for professionals and parents around advocacy for people who are deaf or hard of hearing.</li> <li>• No other announcements were made, and the meeting was adjourned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Next Meeting:</u></b> <b>November 19, 2024 @ 7:30pm.</b></li> </ul>

Respectfully submitted,  
Katarina Groves