

Cluster G Executive Committee Meeting Agenda January 5, 2024

Objective 2: Ensure the First Steps program is responsive to the needs of children and families.

- Address concerns received by the LPCC within 60 days of receipt and forward complaints to the State office within two (2) business days.

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

- LPCC membership includes at least:
 - Two (2) parents or family members who have participated in early intervention services with an eligible infant or toddler, in Indiana or another State, under IDEA Part C
 - One (1) representative from each First Steps provider agency in the cluster
 - One (1) LEA representative
 - One (1) social services representative
 - One (1) Head Start or Early Head Start representative
 - One (1) early care and education/childcare representative
 - One (1) local DCS representative
 - One (1) health or medical services representative

Objective 5: Adhere to operational requirements; maintain documentation to meet State policy and State and federal regulations; and support First Steps program improvement.

- Ensure that LPCC staff have working knowledge of the First Steps system, system policy, and all State and federal regulations governing the Part C program. Compliance with all regulations and policies is required.
- Ensure all LPCC staff adhere to the Professional Conduct Guidelines as outlined in the First Steps Early Intervention Policy Manual.
- Maintain up-to-date rosters for the LPCC and cluster transition committee

1) Introductions (if needed)

2) Approval of Minutes

3) Annual Meeting Planning

4) Advocacy Efforts

5) Membership

6) Announcements/Close

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Executive Committee
January 5, 2024**

Present: Jason Berty-CTC, Jill Sanders-Accord, Willaine St Pierre Sander-Parent, Debbi Davis-SPOE, Angela Touseull-LPCC, Stacy Williams-LPCC, Katarina Groves-LPCC, Terri Holmes-Parent.

Agenda Items	Discussion	Action Items
Welcome/Introductions	<ul style="list-style-type: none"> • Stacy welcomed everyone. Introductions were not needed. 	
Minutes	<ul style="list-style-type: none"> • Minutes from the meeting on January 6, 2023 and July 7, 2023 were reviewed. Jill motioned to accept the minutes as written. Willaine seconded the motion. The minutes were approved. 	
Annual Meeting	<ul style="list-style-type: none"> • Stacy opened up the discussion by announcing the date of the Annual Meeting will be Friday, May 10th from 11 am-2 pm. It will be at Valle Vista again. • Stacy asked for suggestions on a keynote speaker. Missy had previously suggested Dominic Dewald, a First Steps graduate who had Christina Commons as his DT, and his mother, Rachel. No other recommendations were made so we will reach out to Dominic to determine his availability. • Stacy said we are considering adding an Agency Award and asked for input on criteria for the award. A discussion ensued regarding getting input from agencies, parents, and Service Coordinators. No one was sure about the best approach. Katarina wondered if more than one agency could be recognized. Stacy replied she felt that would be the case and added that all agencies need to be recognized for their efforts in decreasing the waitlist. Katarina felt that council participation should be a factor. Council Coordinator staff will work to come up with criteria which might include compliance, community involvement, and participation on the ICC and LPCC. • Stacy directed the discussion to the Champion Award and asked members for suggestions on who should be recognized for that honor. Last year, Dr. Stelzner, Donna Olson, and legislators who helped get First Steps funding passed were 	<ul style="list-style-type: none"> • Committee members should continue to send Champion award nominations to Stacy, Katarina, and Angela.

	<p>recipients. Katarina felt Rep. Clere should be considered. Stacy asked everyone to forward potential names to council staff for the Champion Award.</p>	
Advocacy Efforts	<ul style="list-style-type: none"> • Stacy said we have been looking to the ICC for more direction with our advocacy efforts. This is not a budget year. In the past, we targeted members of the Ways and Means committee as well as the Appropriations committee. Stacy asked if the group felt we should develop a flyer showing what we have done. She also wondered if there were other efforts already in the works that we could tag onto. The ARC does an advocacy event around Valentine’s Day and the Minority Health Coalition hosts a breakfast for legislators. Could we incorporate First Steps children into these efforts? Willaine mentioned this is a short session and said our efforts don’t have to be huge. The ARC Valentine’s event started out small and grew. Katarina said that March is Disability Awareness Month. Willaine said the Governor’s Planning Council does something in conjunction with this for legislators and wondered if we could tag onto that. • Stacy asked if anyone would be willing to work on this with the council. Willaine can contact Kate Farrow, Director of the Arc, for help. Terri also agreed to help. • Angela reminded everyone of our efforts from the last few years which included multiple visits with legislators, sending them the Annual Report, and thanking them for their help. • Willaine reported the legislative session is over March 15th. • Debbi added it is important to show the impact of the increases we received. She also said an event of some kind might be better for a long session. Stacy said a targeted approach is probably best right now. 	<ul style="list-style-type: none"> • Council staff will work on a strategy to keep First Steps in front of key legislators.
Membership	<ul style="list-style-type: none"> • Stacy recapped membership on the Executive Committee and said we are meeting the criteria for the grant. She asked the group if anyone felt additional members should be added to this committee. Terri thinks having more, or new people keeps ideas fresh. • Terri asked if we have asked Service 	<ul style="list-style-type: none"> • Council staff to ask Jamie Le Sesne Spears about joining the Executive Council.

	<p>Coordinators to ask their families if they were interested in being on the LPCC. Debbi feels it is always a great idea to keep it in front of families. Terri asked about the ramifications if we do not have a county represented. Stacy replied that we would be out of compliance with the By-Laws and would need to shift representation by county.</p> <ul style="list-style-type: none"> • Katarina recommended asking Jamie Le Sesne-Spears from Child Care Answers. She is very plugged into the council and participates on the Family Outreach and Quality Assurance committee. In addition, she currently has a child receiving services through First Steps. Everyone agreed that Jamie would be a nice addition. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • No further business to discuss, the meeting was adjourned. 	<ul style="list-style-type: none"> • Next Meeting: • Annual Awards Luncheon May 10, 2024, 11-2 pm <p>Valle Vista</p>

Respectfully submitted,
Angela Touseull