

**Full LPCC Meeting Agenda
July 12, 2024**

- 1) Introductions**
- 2) Approval of Minutes**
- 3) Executive Committee Membership**
- 4) Fiscal Update**
- 5) SPOE Updates**
- 6) LPCC Committee Activity**
- 7) Complaints/Concerns**
- 8) Announcement/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Full LPCC Meeting Minutes
July 12, 2024**

Present: Terri Holmes-Parent, Sarah Bailey-Infant Mental health, Laura Leffler-ASL Interpreter, Laura Burklew-CDHHE, Caitlin Stacy-St. Jo’s, Mariana Barquet-EHDI Program, Dr. Lisa Kutchera-IU, Melissa Myers-Collaborating for Kids, Cynthia Holtz-PSA, David Sterne-VIPS, Jill King-Sycamore, Jamie Le Sesne-Spears-Childcare Answers, Jason Berty-CTC, Rachel Eastman-SPOE, Emily Jarboe-Early Learning, Elaine Studdard-PediPlay, Terri Holmes-Parent, Christianna Cummings-Hendricks Head Start, Angie Dick-SPOE, Kelsey Johnson-K1ds Count, Polly Hines-SPOE, Debbi Davis-SPOE, Rachel Eastman-SPOE, Stacy Williams-Council, Angela Touseull-Council, Katarina Groves-Council

Agenda Items	Discussion	Action Items
Introductions	<ul style="list-style-type: none"> • Stacy opened the meeting with introductions. 	
Approval of Minutes	<ul style="list-style-type: none"> • Stacy asked the group to review the minutes from the last Full Council meeting and to note any changes needing to be made. There were no changes noted. Sarah motioned to approve the minutes as written; Mariana seconded the motion. The minutes were approved unanimously by the committee. 	
Executive Committee Membership	<ul style="list-style-type: none"> • Stacy shared that the committee is comprised of council members who represent the interests of the different counties in the cluster. Membership requires a vote by the Full Council, and anyone who has completed a council participation form can vote. • Stacy informed the group that Katherine Hargreaves with IU’s Early Childhood Center, who has been a longtime member of the Executive Committee representing Marion County, would be stepping down from the committee. • Jamie Le Sesne Spears has expressed an interest in assuming that position on the committee. She shared with the council that she is employed with Childcare Answers, and has a background in special education and inclusive childcare. She is also a parent of a graduate from the First Steps program. • Stacy asked for a motion to approve Jamie’s nomination to the Executive Committee. David made a motion; Missy seconded, and the Full 	

	Council voted unanimously to approve her nomination to the committee.	
Fiscal Update	<ul style="list-style-type: none"> • Stacy directed the council’s attention to the budget summary. She did not have any updates to note with the LPCC budget. • Debbi noted that the budget reflects information through the end of May as the books have not been closed in June yet. By the end of the fiscal year, the budget allocation was 99% spent. 	
SPOE Updates	<ul style="list-style-type: none"> • Debbi provided a snapshot of ProKids’ staffing: <ul style="list-style-type: none"> ➤ In 2022 ProKids had 108 employees ➤ In 2024 ProKids has 139 employees (25% growth rate) ➤ In 2022 the turnover rate was 22% ➤ Following the 2023 contract and rate increases, the turnover rate was 4% ➤ In 2024 the turnover rate is at 3% currently • Recruitment is great and she was proud to share that ProKids had been recognized as a “Top Workplace” from the Indy Star for 2024. The awards are based on staff surveys conducted by an outside agency, which have also provided good information for management staff. • Debbi reminded the group that the cluster is under a Corrective Action Plan (CAP) for timely IFSP and timely start of services. The state is currently conducting a review of 2023 files and she expects we will be in compliance with timely IFSP. . The timely start of services remains challenging, especially with the increase in referrals and ongoing challenges with provider availability. The cluster is at 75%, which is an improvement and in line with other clusters. The rate increase has helped agencies recruit more providers and they are doing a great job to move towards compliance. She remains uncertain as to what the state will do going forward with the CAP as the metric is 100% compliance. • Mariana inquired whether there was a particular discipline that was difficult to recruit. Debbi shared that ST is still the most needed discipline, followed by PT. • The cluster has been self-monitoring the number of families who have services on their IFSP for which no provider is available. In August of 2023, there were 520 families waiting on services. As of May of 2024, there are 97 families waiting. The goal is to have no one 	

	<p>waiting and the hope is that the provider rate increase will continue to attract new providers to meet the growing needs of the cluster. Referrals are up 12% over this time last year which increases the challenge.</p>	
<p>LPCC Committee Activity</p>	<ul style="list-style-type: none"> • Stacy shared an update from the various committees: <ul style="list-style-type: none"> ➤ Executive Committee- Stacy shared an overview of membership on the committee. The group was responsible for the planning of the most recent Annual Awards Luncheon that was held on May 10th at Valle Vista Golf Course. This event is a nice way to mark the end of the fiscal year and to acknowledge parents, providers, SPOE staff and other community partners. They will begin planning for next year's event. The group has also been focusing on advocacy and awareness efforts with legislators and others and will continue those efforts. ➤ Transition Committee- Stacy shared that this committee's focus has been on the transition process between Part C and Part B services. The committee consists of school representatives, parents, and Head Start representatives. This group hosted the <i>Next Steps: Life After First Steps</i> event for First Steps families that was held in Brownsburg on March 7th. Families were able to tour the school, view a school bus and ask questions about the case conference process. The committee will begin planning for the next event in September. The committee has also updated the Transition MOA between First Steps and school districts. Council staff have been getting signatures from all the districts in the cluster. ➤ Public Awareness/Child Find Committee- This committee's focus is on locating children who need services and how best to reach families. Physicians remain the highest referral source and Angela has been mailing outreach materials to them monthly. Stacy continues to conduct in-services for residents of IU, St. Vincents and Community hospitals. Residents can do 	

	<p>observations with First Steps assessment members as well. Access to data remains an issue for the program. A state staff member is working hard to retrieve programmatic data that can be used by each cluster.</p> <ul style="list-style-type: none"> ➤ Family Outreach Committee- This committee continues to plan a reading event for First Steps families in partnership with the Crossroads Guild. The next event will be held at Crossroads in their garden area on 9/21 from 10am-noon. It is a carnival atmosphere with free books, crafts and games. Crossroads usually will arrange some type of entertainment for the event which is a big draw for families. We are always looking for volunteers to help with the event. This committee is meant to be a family-driven group and the hope is to provide resources and events that will benefit First Steps families locally. Angela has been conducting family satisfaction surveys for the past year which has produced good information for the cluster. She has a 17% return rate and 80% of respondents are pleased with the program. ➤ Provider Issues Committee- The focus of the group is SPOE/Provider relations, and the committee consists of agency representatives and SPOE staff. The committee continues to work on provider recruitment and retention and has a workgroup that is working on resources to provide for high school students as they begin to think of future careers. The committee is also working on how best to provide interpretation services to our increasing Haitian Creole and Burmese speaking families. 	
<p>Complaints/Concerns</p>	<ul style="list-style-type: none"> • Stacy shared there has been a change in the process for submitting and tracking complaints. There are now formal vs. informal complaints to come in-line with Federal policy, and anyone can file a complaint directly with the state. Families can also choose to address the complaint locally at the cluster level. • There were 3 complaints since the last meeting: 	

	<ul style="list-style-type: none"> ➤ A provider was caught making a derogatory comment about a family- The provider’s agency addressed the issue locally. ➤ A family complained about a delinquent report ➤ A family complained that they did not get prior written notice for changes in services- This was handled locally. • Mariana inquired whether a family could file a complaint online, and Stacy shared that they could. 	
Announcements/Close	<ul style="list-style-type: none"> • Stacy shared that the updated meeting schedule has been sent out to the Full Council. • Mariana shared that there is an upcoming Article 7 training for Deaf and Hard of Hearing families. • Laura shared that the CDHHE has an online referral system now. • No further announcements were made, and the meeting was adjourned. 	<p>Next Meeting: October 11, 2024 @ 11:30am via Teams</p>

Respectfully submitted,
Katarina Groves