

**Full LPCC Meeting Agenda
January 5, 2024**

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

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Full LPCC Meeting Minutes
January 5, 2024**

Present: Melissa Myers-Collaborating for Kids, Colleen Wasemann-Feeding Friends, Jessica Devine-Rural Health Coalition, Cynthia Holtz-PSA, David Sterne-VIPS, Cindy Lawrence-CDHHE, Jill King-Sycamore, Lesa Paddock-InSource, Pam Humes-Covering Kids and Families, Jamie Le Sesne-Spears-Childcare Answers, Molly Cleek-Kids Only/Noble, Leann Faust-ESC, Willaine St. Pierre-Sandy-Parent, Jason Berty-CTC, Christyna Plotts-Embracing Abilities, Rachel Eastman-SPOE, Emily Jarboe-Early Learning, Jill Sanders-Accord, Elaine Studdard-PediPlay, Terri Holmes-Parent, Christianna Cummings-Hendricks Head Start, Angie Dick-SPOE, Rashonda McNeal-BABE Program, Kelsey Johnson-K1ds Count, Michelle Coleman-CDHHE, Polly Hines-SPOE, Debbi Davis-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. David motioned to approve the minutes as written; Michelle seconded the motion. The minutes were approved unanimously by the committee. 	
Fiscal Update	<ul style="list-style-type: none"> • Stacy directed the council’s attention to the budget summary. She noted that the LPCC should be at around the 50% benchmark for funding spent at this point in the fiscal year. She noted that material and supply costs are low at 17% currently. She anticipates considerable spending for upcoming events and mailings, as well as ordering of print materials and brochures. • Debbi noted that the SPOE budget is slightly underspent at 46.9%. ProKids is working on mid- year raises for staff, as well as increasing cell phone reimbursement which is currently at \$10 a month. 	
SPOE Updates	<ul style="list-style-type: none"> • Debbi shared that the cluster has been under a Corrective Action Plan (CAP) for the past year due to being out of compliance with two compliance indicators- the timely IFSP indicator requiring all eligible children to have an IFSP written within 45 days of referral, and the timely services indicator which requires therapies to begin within 30 days of the IFSP. The cluster is currently 100% in compliance for this indicator 	

	<p>for the past 6 months. Provider rate increases have been a key factor for the SPOE hiring needed ED Team staff which has impacted the ability to get evaluations completed in record time. Non-compliance with the timely start of services has been due to a shortage of providers to meet the needs of all the children served. The cluster was at 67% for this indicator in 2021 and 70% in 2022. Agencies are working hard at adding providers and have also seen improvements because of the rate increases. Most clusters are out of compliance with this indicator, although cluster G is the only one on a CAP for it. The cluster is waiting for details for the next steps from the state. In addition to the compliance indicators, the cluster is also monitoring the number of families waiting on one or more services due to availability. In August of last year, there were around 500 kids waiting for some services, and as of December that number decreased to 260 families. IDEA requires that all services be delivered in a timely manner, and does not permit waitlists.</p> <ul style="list-style-type: none"> • Debbi shared that ProKids retained an outside consultant to help conduct a root cause analysis for the agency. Many of the recommendations made have been implemented over the last year. One suggestion was a change to the management structure at ProKids. HR and accounting have now been separated, with Angie Dick assuming the HR position and Terri Holmes continuing as the agency’s accountant. Rachel Eastman has assumed the SPOE Director position and Debbi Davis will continue as the Executive Director for ProKids. Kacey Matthews has assumed the role of Quality and Training Manager. 	
<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 provided an overview of the function of the Executive Committee. The group has been focusing on advocacy and awareness efforts with legislators and others. This group is also involved with the planning of the Annual Awards Luncheon that will be held at Valle Vista Golf Course in Greenwood on May 10th. 	

	<ul style="list-style-type: none"> ➤ Transition Committee- Stacy shared that this committee's focus has been on the transition process between Part C and Part B services and consists of school representatives, parents, and Head Start representatives. This group is planning the upcoming <i>Next Steps: Life After First Steps</i> event for First Steps families that will be held in Brownsburg on March 7th. Families are able to tour the school, view a school bus and ask questions about the case conference process. Postcards will be sent to all First Steps families who have a child who is two or older. SC's and others who are interested in learning more about the transition process and the school system are welcome to join us that evening. More information will be forthcoming to the council. ➤ Public Awareness/Child Find Committee- This committee's focus is on the federal mandate of child find for early intervention programs. The state office is working on data accessibility for clusters. Kacey Matthews with the SPOE office is currently conducting our own internal data analysis to look for quality issues. Stacy is also actively working on updating the local website. ➤ Family Outreach Committee- This committee continues to plan a reading event for First Steps families in partnership with the Crossroads Guild. The event is held at Crossroads each year in their garden area. It is a carnival atmosphere with free books, crafts and games. 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. ➤ Provider Issues Committee- The focus of the group is SPOE/Provider relations and consists of agency representatives and SPOE staff. The committee has been focused on recruitment and retention of providers. Additionally, there is a provider workgroup which meets quarterly to work on strategies towards getting the word out about First Steps and employment 	
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	opportunities. The group has worked hard on streamlining the referral process to agencies and ensuring that services start in a timely manner.	
Complaints/Concerns	<ul style="list-style-type: none"> Stacy was happy to report that there had been no complaints or concerns to note in the last quarter. 	
Announcements/Close	<ul style="list-style-type: none"> No further announcements were made, and the meeting was adjourned. 	Next Meeting: Annual Awards Luncheon May 10th, 11am-2pm Valle Vista Conference Center and Golf Course in Greenwood. (More information to follow)

Respectfully submitted,
Katarina Groves