

**Full LPCC Meeting Agenda
October 2, 2020**

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

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Full LPCC Meeting Minutes
October 2, 2020**

Present: Sarah Bailey-Infancy Onward, Michelle Coleman-CDHHE, Katherine Hargreaves-ESC, Angie Dick-SPOE, Debbi Davis-SPOE, David Sterne-VIPS, Pam Humes-Covering Kids and Families, Molly Cleek-Kids Only, Jason Berty-CTC, Cynthia Holtz-PSA, Melissa Myers-Collab for Kids, Lauren George-Childcare Answers, Cindy Lawrence-CDHHE, Polly Hines-SPOE, Sarah Muir-Riley Child Developmental Center, Willaine St. Pierre-Sandy-Parent, Karen Glander-Independent Nutritionist, Stacy Williams-Council, Angela Touseull-Council, Katarina Groves-Council

Agenda Items	Discussion	Action Items
Introductions	<ul style="list-style-type: none"> • Stacy opened up the meeting asking participants to introduce themselves in the chat feature on the Zoom platform. 	
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; Katherine seconded the motion. The minutes were approved unanimously by the committee. 	
Fiscal Update	<ul style="list-style-type: none"> • At this point in the contract year, SPOE and LPCC funds should be around 17% spent. Stacy shared that the LPCC spending is under this percentage. Supply costs are down which is not unusual for this stage of the year, but certainly working remotely has greatly reduced the cost of supplies. • Debbi shared that the SPOE is under the 17% benchmark as well at 14.71%. This is largely due to being under staffed at the SPOE. Three new Service Coordinators have been hired recently, and additional positions will be added this year. • Travel and equipment costs have been affected with everyone working from home. Reimbursement for employees to help offset some of the costs of working from home will be provided quarterly. • The cluster will likely need to cover a deficit in ED Team revenue this year, as billing is down considerably. • First Steps escaped the first round of budget cuts mandated by the Governor’s office. First Steps and Vocational Rehab were the only programs not cut. This may change, however, as the state determines 	

	<p>what Federal money and tax revenue they will receive.</p>	
<p>SPOE Updates</p>	<ul style="list-style-type: none"> • Debbi shared that referrals are down 22% which is an improvement from last quarter's 27%. She noted that there was a slight increase in referrals for September over last year, which is a positive sign. • SC Caseloads are at 61 on average, which is partially due to the decrease in referrals, but also a result of increased staffing. As a comparison, caseload averages were 73 last September, and 81 in September 2018. The target number is 50. • ProKids has purchased a new phone system which allows staff to answer the phone remotely. Previously staff was checking the voicemail regularly and returning calls. • Most people are still working from home. A few staff members are coming into the office weekly, and another handful are in periodically, as needed. There has been one known COVID exposure recently when 4 staff members were in the office at the same time. None of the exposed staff members tested positive or became ill. Debbi stated that she did not expect to transition staff back to the office full time until after the first of the year. • Angie shared the quarterly performance data that is required by the state: <ol style="list-style-type: none"> 1. Timely Start of Services- The cluster was at 92.3% this quarter, which is an improvement over previous quarters. Since we were below 95%, an improvement plan outlining how the SPOE and provider agencies are working together to improve this outcome was required. 2. Timely Transition- Was at 92.3%, and this is the second quarter in a row that fell below 95%, which is unusual. Angie explained that transition timelines have been reviewed with SC's and managers, and she expects to see improvement next quarter. 3. Prior Written Notice- 96.5%; the target is 100%, but an improvement plan is not required if it is above 95%. • Debbi informed the group that the state office is changing their reporting requirements for next year, so this is the last time the report will be provided in this format. 	

<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"> ➤ Transition Committee- This committee primarily consists of preschool coordinators from the various school districts in the cluster as well as Head Start representatives. They are reviewing transition documents for needed updates. The plan will also be to get these resources translated into Spanish. The annual "Life After First Steps" event, which has typically been held at one of the preschools in our region, helps families understand preschool special education services. This year, the committee is considering a virtual event through Zoom in combination with showing some videos. Preschool coordinators continue to meet with SC's as a way to ensure that transition is as smooth as possible. ➤ Provider Issues Committee- This committee is comprised of First Steps agency representatives and independent providers. Most recently the committee has been hosting "Provider Chats" on the Zoom platform as a way for providers and SC's to connect with each other and share ideas. The first topic was "Navigating the Future of Service Delivery in the First Steps Program", and the most recent topic was "How to Have Successful Communication with Families During COVID". The next topic for December will be on Implicit Bias. ➤ Public Awareness/Child Find Committee- This committee reviews data for the cluster. The group reviewed state data at the last meeting which can be found on the state's First Steps website. Stacy continues to update the website. Angela has recently taken over social media responsibilities from Rachel and Sydney, Team Managers at the SPOE. Angela asked everyone to "like" and follow the Central Indiana site. The Tipton Hamilton Intervention Network for Kids (THINK), continues to meet virtually. Stacy shared that the group used to meet at the Pizza Shack to share 	<ul style="list-style-type: none"> • Please "like" and follow the CenIN First Steps facebook page.
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	<p>resources, and there was always a speaker. The next meeting will be held on 11/10 via Zoom. A representative from Community Partners will be speaking. The Knights of Columbus have donated 300 books to ProKids. LPCC staff is working to determine how to get them to families. Angela contacts families involved with DCS, and sends an ASQ to many of the families whose information is contained on the monthly list. She reported a 30% return rate. LPCC staff provides virtual presentations as requested.</p> <ul style="list-style-type: none"> ➤ Family Outreach and Quality Assurance Committee- This committee has not been very active in the last several years. They have traditionally assisted with the First Steps Reading event that is hosted once a year in partnership with the Crossroads Guild in the fall. The event did not take place this year. LPCC staff are working on a plan to reenergize this group and get more parent participation. 	
Advocacy Efforts	<ul style="list-style-type: none"> • Stacy shared that both the Public Awareness and Executive Committees have provided input on advocacy efforts for our region. • Representative Ed Clere, who sits on the ICC, recently recommended that everyone continue to reach out to their representatives to ensure First Steps remains a priority. Hannah Carlock with the ARC echoed his advice and shared information on how best to reach out. • Stacy felt that it would be good to remind legislators that the most recent funding increase was the first in a long time and after many cuts to the program. • Stacy shared that she and Debbi are working on pulling some data together to share with legislators. 	
Complaints/Concerns	<ul style="list-style-type: none"> • Stacy shared that there was one concern reported from a family about a Service Coordinator. The SPOE has addressed the issue. 	
Announcements/Close	<ul style="list-style-type: none"> • Sarah shared that Susan Ellsworth is pulling an Indiana Fetal Alcohol Syndrome Advocacy Group together. If there is interest in joining you can contact her at selsworth@mhai.net. • Cindy Shared the IDEAL Legislation that was passed recently. It requires that providers report on 	<p>Next Meeting: Full Council Meeting January 8, 2021 @ 11:30am. Zoom Format, unless determined otherwise.</p>

	<p>language assessments given to children 0-10 years of age. The goal is to provide a yearly report with assessment data. More information can be found at www.cdhe.isdh.in.gov under the IDEAL tab.</p> <ul style="list-style-type: none">• No further announcements were made and the meeting was adjourned.	
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Respectfully submitted,
Katarina Groves