

Wisconsin Governor's Birth to 3 Program Interagency Coordinating Council (ICC)
MEETING MINUTES
Friday, May 1, 2015
9:00 AM to 11:30 AM
Circle of Life Conference
Holiday Inn, 1001 Amber Ave, Stevens Point, WI 54482

Council Members: Cindy Flauger, (chairperson); Terri Enters; Dr. Simone DeVore; Sharon Fleischfresser; Jennifer Giles; Julie Walsh; Carla Witkowski

Council Members Absent: *William Barreau; Kristine Nadoski; Terri Wixom*

DHS Staff: Laurice Lincoln, Dana Romary

Workgroup Members: Emilie Braunel; Sara Tortomasi; Sara VanDeurzan; (phone video connect)
Meet and Greet (8:30 to 9:00am)

ICC meetings will include a meet and greet time from 8:30– 9:00 am to allow members to network and reconnect, as well as the opportunity for web cast locations to test and connect with primary meeting location.

The meeting commenced at 9:07 am.

1. Welcome and Introductions

- Cindy Flauger, chairperson, welcomed Council members, invited guests and members of the public. Cindy F. conducted a roll call for web cast attendance and introductions.

2. Public Testimony

- No members of the public registered to speak.

3. Operational/ Members updates

- Council reviewed and accepted the agenda with one change. The approval of the minutes for the March 10, 2015 meeting was removed as it was determined this meeting was a sub-work group meeting and not a full scheduled council meeting. The Council reviewed minutes from the ICC meeting held on March 31, 2015.
 - Julie W. made a motion to approve the meeting minutes; Sharon F. seconded the motion; motion carried.
- The date(s) were schedule for the next ICC meetings:
 - August 14: It was suggested that the council choose another location outside Madison
 - November 13: This date may be revised pending confirmation of the Board for People with Developmental Disabilities (BPDD) conference.

4. DHS State Updates

- Terri E. stated that the DHS Birth to 3 Program had submitted the State Performance Plan (SPP), the Annual Performance Plan (APR) and the State Systemic Improvement Plan (SSIP). DHS was advised that indicators 3, 4 and 5 baselines in the SPP/APR must be revised if the targets are changing. The changing of the baseline targets for these indicators must have a rational that is rooted in the necessity to adjust the baseline. The changing of the baseline can only occur if the original calculation of the baseline has questionable data or calculations. DHS changed the baseline with clarification using 2011 data to support the new targets.
 - Simone D. asked if DHS also saw the need to adjust the baseline because county Birth to 3 Program staff are doing a better job of documentation.
 - Terri relayed that the Federal System (GRADS 360) where the SSIP is entered identified the need for clarification only for the calculation regarding the baseline.
- Terri E. stated the APR and the SSIP will be posted the DHS Birth to 3 Program Website and the link will be sent to the members of the ICC for review.

- Terri E. indicated the DHS Birth to 3 Program submitted all required documents to OSEP for the 2015 Federal Part C Grant, and now have approval of those documents and policies to the Part C regulation requirements. The Wisconsin Birth to 3 Program will now work under a fully compliant federal grant instead of the previous conditional grant. Terri noted this was excellent news for the program and the council members agreed.
- Terri E. indicated that as the Birth to 3 Program moves towards achieving Results Driven Accountability (RDA) that child outcomes will become a measured determination for DHS .

5. The state of the ICC

- Cindy F. reviewed ICC requirements for states receiving IDEA Part C funding.
 - Annual reporting to the Governor
 - Maintaining a functional and operational ICC advisory councils
 - Coordinating and collaborating with other appropriate state advisory councils
- **Cindy discussed recent accomplishments and challenges of the ICC**
 - Updating By-Laws
 - Designation and approval of new committees
 - Web cast connections with 11 counties – improve communication
 - Delays in conformation of new members
 - Terri E. noted that a new Medicaid representative has been assigned to the council.

6. Workgroup Activity - Parent Partnership Workgroup (PPW) Recommendation

- Emilie B. introduced the PPW recommendation to conduct a survey of the state to identify LICC's or similar groups. Simone D asked how the survey would be disseminated and suggested using college interns. Cindy F. suggested that the survey be expanded to get a better understanding from a local level of how the DHS Birth to 3 Program can connect with parents. Sara T. stated that they want to get some basic information first to determine how far to dig and for what information. Terri E. stated DHS and the ICC should review the survey in terms of developing a multi-faceted questionnaire. Cindy F. indicated this activity should be incorporated in context of other areas of the ICC strategic plan.

7. ICC Planning Session -March 31, 2015 Retreat

- Cindy F. provided an overview of events from the ICC Retreat. She noted that there was a review of DHS Birth to 3 Program priorities and the development of action steps in three focus areas. The ICC members are being asked during this meeting to review the actions steps in the area outreach strategies and rank them.
- There was discussion to cluster the action steps into two categories: 1) Actions driven by the department and actions taken on by the ICC membership and workgroups. The members discussed how to incorporate the survey into gathering additional data for planning outreach to counties. Julie W. made the suggestion that increased diversity within the ICC become a goal of the outreach not a process. Cindy F. suggested that additional outreach baseline data is incorporated into the suggested PPW survey.
- Terri E. made a motion to identify each action step provided with letters of the alphabet A- I (I represents the PPW survey), **addendum 1**. Terri E. made a motion to combine A, B, C D and G. The Department will work on a timeline for these strategies to present in coordination with the ICC Chairperson. Carla W., second the motion – motion carries.
- Julie W. made the following motion, “The members will agree that action step E is the overall goal of the outreach not a process –gathering demographic information within the proposed survey action step I. Combine the action step of surveying current members with action step F. Develop a meaningful work plan around action steps F- I, expanding H to include the actions steps the work group develops to monitor the progress of the plan overall. Remove the word cultural from action step E.” Cindy F. second the motion – motion carries.

8. Additional PPW survey recommendation

- Julie W. recommended tweaking the survey questions with input from the council members with a deadline. Sharon F suggested that the council members keep in mind how to measure the progress of this work.
9. Council members who suggested the meeting location for August is changed from Madison were advised to contact Terri Enters if they would like to host the meeting.
- 10. Adjourn**
Cindy F. moved to adjourn the meeting; Julie W. seconded, motion carries. The meeting adjourned at 11:02 am.

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ADDENDUM 1

Focus Area	Recruitment and Orientation of New Members	
Action Step	Alphabet Identification	
Draft letter for state agencies to request appointments – offer phone call and or face to face to discuss identification of appropriate staff and requirement for the appointment.	A	
Increase awareness of technology available for participation in ICC meeting – through <i>Data</i> discussions around the technology available and how to use it effectively. Send out postcards to each state agency/legislators about next meeting and the webinar availability	B	
Contact state legislators to inquire about interest in being on the ICC focusing on their interests and other groups they are on related to early childhood	C	
Use the DHS staff activity of updating DHS 90 to recruit a new state legislative representative and state department representation by updating the law to reflect a stronger compliance requirement by state departments	D	
Increased diversity of ICC members – intention outreach and recruitment	E	
Develop outreach strategies for educating stakeholders about the ICC to increase members. Develop a brochure to put in family orientation packet	F	
Invite counties to report tri-annually at the ICC on the accomplishments of their program to the membership.	G	
Revisit and enhance the process previously developed to orient new members of the ICC to assure engagement and meaningful work-develop process for monitoring and reviewing plan overall.	H	
Survey current members and waiting appointments to gain an understating of why they are participate on the ICC –what drives their interest	Combined with F	
Parent Participation Workgroup – Survey of State current workgroups and councils with parent membership	I	