



BIRTH TO 3

INTERAGENCY COORDINATING COUNCIL (ICC)

Meeting Minutes
Tuesday, September 25, 2012
Heidel House Resort
Green Lake, WI

Council Attendance: Cindy Flauger (Chair), Terri Enters, Sharon Fleischfresser, Jill Haglund, Linda Leonhart, Laurice Lincoln, Laura Saterfield, Linda Tuchman, Terri Vincent (phone)

Guest: Sharon Ringwalt, TA Specialist, National Early Childhood Technical Assistance Center (NECTAC)

State Staff: Terri Enters, Jacqueline Moss

DHS Birth to 3 Program Staff: Lori Wittemann, Dana Romary, Kate Johnson, Susan Larsen

Public Attendance: Michelle Davies

1. Call to Order

The meeting was called to order by Chair Cindy Flauger.

2. Minutes

Motion: After noting some corrections to the minutes, Laura S. motioned to accept the minutes with the corrections; Linda T. seconded the motion, and the motion carried.

3. DHS Update

The Department of Health Services (DHS) Birth to 3 Program staff updated the Council on the scheduled time frames for the State and Federal required program activities, so as to familiarize the members with the scheduled work activities such as the Annual Performance Report (APR) and the State Performance Plan (SPP). Being aware of the activity deadlines established by the Office of Special Education Programs (OSEP) will help the ICC to schedule meeting dates to allow for the timely review and approval of the APR and SPP. The DHS staff also gave a brief overview of the time frames for other Birth to 3 Program activities, including self-assessments, county on-site visits, reconciliation, WisLines, orientation sessions, regional meetings, etc.

4. Council Structure and Planning

Cindy relayed the ICC's priority will include updating the current ICC by-laws within a two-meeting cycle and draft a motion to approve the new by-laws. Cindy, Laurice, Linda T. and Julie Walsh will make up the committee to review and update the by-laws. New ICC members will receive orientation, using the current resources (Sharon Ringwalt offered her contribution in reviewing the orientation materials). Cindy, Sue L., and Terri E. will also review the ICC website and make any necessary updates.

The revised Part C regulations were discussed regarding the required ICC membership composition, activities, and role in advising the Birth to 3 Program. A top priority of the ICC will be to recruit new members in order to fill all the required composites. Active steps will also be taken to recruit parents of infants, toddlers and young children. At least 20 percent of the ICC members must be parents (including minority parents) of infants or toddlers with disabilities, or children with disabilities aged 12 years or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities, and at

least one parent must have an infant or toddler with a disability or a child with a disability aged six years or younger. Linda T. will follow-up regarding any information the Waisman Center may have regarding parents who may have applied to the Governor's Office to serve on the ICC. Jill H. will follow up regarding DPI's request for Laura Kain to represent the McKinney Vento position on the Council for homeless children and families. Sue L. will work with the Division to submit a request to Wisconsin County Human Services Association (WCHSA) regarding member representatives who are working and willing to work on ICC. She will also follow-up with the Secretary's Office regarding the status of pending membership appointments by the Governor's Office. Cindy F will also follow up directly with the Governor's Office to find out if applicants have been contacted.

The Part C regulations also require the ICC to collaborate with the Early Childhood Advisory Committee (ECAC). Jill H. suggested that ICC members who participate in the ECAC provide regular updates during the meetings. Sue L. suggested that future ICC agendas be drafted to allow all Council members to provide updates based on their identified roles on issues that are relevant to the Birth to 3 Program.

Motion: Terri E. made a motion to adjust the agenda to allow all members to review a DHS proposal before leaving the ICC meeting. Laurice L. seconded, motion carried.

5. DHS Proposal

The DHS Birth to 3 Program plans to submit any proposed policy and procedure change to the ICC for their review and recommendation.

As OSEP has determined that the Wisconsin Birth to 3 Program is in 'needs assistance' status for the third year in a row due to performance issues regarding Indicator 9 (timely corrections of findings of noncompliance) and Indicator 14 (timely and accurate data). Thus, the Department of Health Services proposes to issue findings for noncompliance to county Birth to 3 Programs for Indicator 14. By closely monitoring the accuracy and timeliness of county level program data, DHS will be able to provide additional assurance to OSEP that the annual reports contain accurate data. The DHS Birth to 3 Program staff have analyzed data from annual and monthly statewide reports to determine trends in data reporting at the local level and consulted with the North Central Regional Resource Center (NCRRC), in the development of this proposal.

Motion: The ICC makes the recommendation to the DHS Birth to 3 Program to monitor the accuracy and timeliness of data submitted by counties related to Indicators 1, 2, and 3 included in the recommendation for the ability to issue findings of noncompliance for timely and accurate data, with clarification of what is 'new' in the policy and why it is important to improve Indicator 14 data and prevent findings of noncompliance. Linda T so moved, Linda L. seconded the motion, and the motion carried.

6. Future Meeting Schedule

The Part C regulations indicate that the ICC must meet, at a minimum, on a quarterly basis, be publicly announced, and to the extent appropriate, be open and accessible to the general public.

Members agreed that the next meeting would be scheduled in early November 2012, and to prioritize the review of the proposed updates to the ICC by-laws. The following general meeting time frames were established for the upcoming year:

- Early January 2013
- April 25-26, 2013: Circles of Life Conference, Stevens Point
- July 2013: Milwaukee
- November 2013

7. Adjournment

Meeting adjourned at 2:15 p.m.