

Wisconsin Governor's Birth to 3 Program Interagency Coordinating Council (ICC)

MEETING MINUTES

Wednesday, December 11, 2013

1:00 PM to 3:30 PM

Department of Health Services

1 W. Wilson Street, Room B155

Madison, WI 53707-7851

Council Members: Cindy Flauger (chair) (phone), Laurice Lincoln (vice-chair) (phone), Terri Enters, Sharon Fleischfresser, Jenny Giles, Linda Huffer (phone), Kristine Nadolski, Laura Saterfield, Julie Walsh, Terri Wixom

Council Members Absent: William Barreau, Vicki Deer

DHS Staff: Kate Johnson, Lisa Kulow, Dana Romary, Lori Wittemann

Guest: Regena Floyd-Sambou

Public Attendance: No members of the public were in attendance.

The meeting commenced at 1:12 PM.

1. Welcome and Introductions

Cindy Flauger, chair, welcomed Council Members and introduced new Council member Kristine Nadolski.

2. Public Testimony

No members of the public registered to speak.

3. Operational

- The Council reviewed the agenda and noted amendments: DHS Updates will include report on Birth to 3 Program findings of non-compliance and changes; and the presentation by Arlene Russell is postponed.
 - Julie W. made a motion to approve and accept the agenda with noted corrections. Laura S. seconded the motion; motion carries.
- The Council reviewed minutes from the meeting held on August 21, 2013.
 - Jenny A. made a motion to approve and accept the August 21, 2013, meeting minutes; Laura S. seconded the motion; motion carries.
- 2014 ICC meeting dates will be scheduled two years in advance; third Wednesday of meeting months with exception of April meeting at Circles of Life Conference. The Steering Committee will meet three weeks prior to Council meetings to plan the agenda. 2014 Council and Steering Committee meeting dates were distributed; Council dates will be posted on the ICC website.

4. Workgroup Activity Reports

- **Parent Recruitment and Leadership Workgroup:** The Workgroup has met and set tentative timeline of events, culminating at Circles of Life (COL) Conference.

- Four to five parents are interested in joining this workgroup; parent members to be invited to April Council meeting at COL.
- Goal is 5-7 parent members by April meeting. WI-FACETS is creating a draft timeline and meeting agenda.
 - Include parents willing to serve on local and State ICC. Early Intervention Alliance on national level also offers participation opportunities.
- Developing parent training component for inclusion in new membership process to familiarize with Council.
- Writing ICC parent role and responsibilities description. Parent workgroup members are non-voting members of ICC. (ICC Charge includes 20 percent parent representation.)
- Identifying Workgroup Charge and mentors within ICC.
- Council members recommended workgroup name change to better describe focus such as Intervention Family Alliance, Family Partnership Workgroup, Caregiver Involvement Workgroup. Name changed to Parent Partnership Workgroup.
- Council members shared parent member recruitment opportunities including Head Start Association Quarterly Meeting (January in Madison). Resources include Family Community Partnerships best practices and toolkit.
- Linda H. retires on January 24, 2014. She will work to obtain Head Start involvement; possibly new WI Head Start Association Executive Director Lilly Irvin-Vitela.
- **ICC Strategic Planning:** Working to meet membership requirements. Challenge to sustain workgroups due to changes of positions and retirements. Each workgroup to have minimum one chair from ICC, one DHS staff member and open to members-at-large. Workgroups to make recommendations; ICC to vote on items in alignment with workgroup charge.
- **Quality Assurance Workgroup:** Jenny G. to join; Laurice L. to join as Steering Committee representative.
- **Fiscal Workgroup:** Terri E. and Terri W. to join member Julie W.
- **DHS recommendations for workgroup committees:** Terri E. to make workgroup/committee recommendation at Birth to 3 Team Meeting. Workgroups to anticipate meeting once formed/leadership identified. ICC meeting schedule serves as guide; workgroups to suggest ICC Agenda items to Steering Committee three week prior to ICC meetings.

5. DHS Updates

- **Preview of Annual Performance Report (APR); ICC Involvement Timeline:**
 - APR due to U.S. Department of Education, Office of Special Education Programs (OSEP) on February 3, 2014; electronic submission.
 - The Council referred to handouts: FY 2012-13 Annual Performance Report (APR) Timeline Plan; Part C SPP Indicators; 2014 Wisconsin Birth to 3 Program/ICC events; Findings of Non-Compliance (FNC) Timeline; and Birth to 3 Program Guidance Document: Procedure for Issuance and Verification of Correction for Findings of Non-Compliance.
 - State Performance Plan (SPP): DHS staff recommends no changes to SPP.
 - Timeline: Generated Program Participant System (PPS) reports in November; will send draft APR to ICC on January 10; ICC to review/discuss draft APR on January 17, prior to submission.
 - The ICC must either submit a certificate if jointly submitting the DHS APR, as part of the ICC's annual reporting requirement or submit a separate report; Chair Cindy F. to sign the ICC statement.

- Wisconsin Birth to 3 Program Determination Status (based on draft APR): Needs Assistance.
 - Findings of long-standing non-compliance for third consecutive year. Program is working to correct to meet 95% requirement; will include guiding document to accompany APR.
 - Quality Assurance Workgroup to review.
 - State charged to monitor Program Participant System (PPS) and verification of corrections after non-compliance findings.
 - Developed Root Cause Analysis: Tool/process for county Birth to 3 Programs to determine contributing factors related to findings of non-compliance.
- **Preview of State System Improvement Plan (SSIP):**
 - The Council referred to handouts: General APR & SSIP Phase I Timeline Graphic, July 2013; December 11, 2013, SSIP update from DHS Birth to 3 Program Staff to ICC members; Results-Driven Accountability (RDA) Core Principals; Results-Driven Accountability in Special Education—Summary 4-5-12.
 - Results-Driven Accountability: OSEP vision/approach to best support states in improving educational outcomes for children and youth with disabilities; ensures protection of individual rights, provides incentives, supports and interventions.
 - Implementation of evidenced-based practice: Fall 2013 began engaging stakeholders regarding changes to SPP/APR and SSIP; will identify evidence-based practices; by February 2015 will submit APR with draft of SSIP.
 - The Birth to 3 Program is:
 - Refocusing vision for special education and working with youth and toddlers.
 - Working to improve achievement gap for age 3.
 - Focusing on compliance.
 - Conducting data accuracy training across counties in spring 2014.
 - Determining targets using Decision Tree and team approach.
 - A report on family outcomes survey may be available at the next meeting.
 - Implementation process: Self-assessment review will be shared at the next ICC meeting.

6. Discussion of ICC Membership Involvement in Development of SSIP

- Arlene Russell, North Central Regional Resource Center (NCRRC), to attend February meeting to provide SSIP overview and ICC involvement as stakeholders in SSIP.
- Council members suggested inviting stakeholders to attend the presentation and participate in the discussion.
- Presentation topic suggestions include what other states are doing and how we can learn from each other.

7. Other Business

- Council members discussed the impact the Affordable Care Act will have on the Birth to 3 Program and resources available to answer questions.
- An ICC meeting will be held January 17, 2014, to review and discuss the APR prior to submitting to OSEP.
- The Circles of Life Conference brochure will be available in January. Council members are asked to share the brochure with families with young children.

8. ICC Council Meeting Adjournment

Julie W. made a motion to adjourn the meeting; Cindy F. seconded the motion; motion carries. Meeting was adjourned at 3:19 PM.