

Scott Walker  
Governor



1 West Wilson Street  
PO Box 7851  
Madison WI 53707-7851

Linda Seemeyer  
Secretary

State of Wisconsin

Telephone: 608-266-0036  
Fax: 608-266-2713  
TTY: 711 or 800-947-3529

**Wisconsin Governor’s Birth to 3 Program Interagency Coordinating Council (ICC)  
Wednesday, November 2, 2016  
8:30 a.m. – 3:15 p.m.  
Lussier Family Heritage Center  
3101 Lake Farm Road, Madison, WI 53711**

**Meeting Minutes**

**Council Members Present:** Cindy Flauger, (Chairperson); Simone DeVore; Sharon Fleischfresser; Jennifer Giles; Julie Walsh; Terri Enters; Sara Van Deurzen; Autumn Knudtson; Robert Glowacki; Katherine McGurk; Rebecca Wigg-Ninham

**Council Members Present Via Remote:** Jennifer Kelly

**Council Members Absent:** Jonelle Brom; Traci Yackel; Theresa Wixom; Kristine Nadolski; Rebecca Chown

**DHS Staff:** Lori Wittemann; Dana Romary; Jesse Vail; Gary Roth (IT); Nancy Bills (recorder)

**Public Guests:** (in person or remotely) None

**Meet and Greet** (8:30am to 9:00am)

**Meeting Commenced** at 9:10 AM.

**Welcome and Introductions**

- Cindy F. welcomed council members, invited guests and members of the public.  
Introduced new Council Member Robert Glowacki, President/CEO Easterseals Southeast Wisconsin  
Members and DHS staff introduced themselves

**Public Comments**

- None

**Operational**

- Changes and approval of current Agenda
  - Terri E. suggested replacing the Review of County Programs ICC reporting draft agenda item with a presentation by Sharon F. on the Birth to 3 Referral Form and related communication objectives.
  - > MOTION: Made by Julie W., seconded by Sharon F, to approve the Councils agenda for November 2, 2016 with the change suggested by Terri E. Motion passed unanimously.

## **Operational (Continued)**

- Approval of July 12, 2016 Meeting Minutes
  - Cindy F. said that in reading these minutes, she was incorrectly quoted as saying she does not support evidence-based practices, which she does, and requests that her position be correctly reflected in the minutes.
  - Simone D. asked that the “homelessness act” be referred to as its’ correct name which should be:  
The McKinney-Vento Act.
  - > MOTION: Made by Julie W., seconded by Simone D., to approve the Council’s July 12, 2016 Meeting Minutes, incorporating these two changes. Motion passed unanimously.
  
- Selection of Nominating Committee
  - Cindy F. described the nominating bylaws and referred to the Council’s document. A nominating committee needs to be put in place and develop a list of position nominations today. Cindy F. asked for nominations from the floor to serve on this committee and members offering to serve were: Rebecca Walsh; Sara Van Deurzen; and Sharon Fleischfresser. This group will meeting during lunch today and report back to the Council during this meeting with a list of names.
  - > MOTION: Made by Julie W., seconded by Simone D., that these individuals serve on the nominating committee. Motion passed unanimously.
  
- **DHS 90 Administrative Rule**
  - Lori Wittemann (Birth to 3 Program State Lead) introduced the DHS 90 Advisory Committee Members and provided an overview of the process in developing this rule and a forthcoming procedural manual and practice guide. Lori presented material covering Sections DHS 90.01 through DHS 90.14 going through each section, then asking for comments, questions, suggestions from members.
  - NOTE: A separate document will be created enumerating the information and comments provided regarding the DHS 90 Administrative Rule Draft.

## **LUNCH BREAK**

- **Operational -- Review of ICC By-Laws (Article VI, Meetings, Section 6 and 7)**
  - Cindy F. said there was a conflict in two of the Council’s bylaw sections and wanted to address that today. The two Sections to be discussed are Section 5 -Designees and Section 7 (Participation and Voting). Referring to the handouts she presented, the language that the Council had inserted in Section 5 (Designees) would have negated the member’s privilege of appointing a designee to take their place on the Committee and have full voting privileges which isn’t what we want to do. In addition, Section 5 (Designees) is connected to language in Section 7(c) - Participation and Voting and would have not given a “state agency representative” a voting privilege as a designee.
  - >MOTION: Made by Rebecca W., seconded by Robert G., to amend the aforementioned ICC Council bylaws to to remove language discussed which would resolve the conflict between the two sections. Motion passed unanimously.
  
- Nominating Committee’s Slate of Officers.**
  - Cindy F. reported that the Nominating Committee’s Recommendations were:  
Position of Vice Chair: (parent members) Sara Van Deurzen; Jennifer Kelly; Theresa Wixom, and Traci Yackel  
Steering Committee: Terri Enters (State Program Director); Dr. Simone DeVore (Co-Chair QA and Personnel Development); Jennifer Giles (DPI); and Julie Walsh (OCI-Fiscal)

□ **ICC Workgroup Activity Report Out –**

- Cindy F. proposed that the council's workgroups prepare written notes and recommendations and submit them to Terri Enters to be included as attachments and to be included for discussion on the agenda prepared for the ICC February meeting.
- Julie W. added that regarding the fiscal notes, they are asking for guidance. She requested that members look over these materials and come to the February meeting with a few ideas and suggestions.

- **Quality Assurance Workgroup** - Simone D. reported that the Quality Assurance group discussed the topic of homelessness. She explained the group's charge and that their aim was to support Birth to 3 children and families in the program. They are finding out what other agencies are doing and what their strategies are to reach out to families with homelessness. TPI is the strongest ally. Looking at regions which serve youth that are affected by homelessness in WI. Among those youth there may be parents who have young children. This program is only a short-term help and if they have children sometimes they don't fit into the agency's profile so they have to find another way to serve them and finding out other contact sources. Working to enhance services between agencies (Department of Health Services and Department of Children and Families primarily). Looking at reaching out to training programs especially teachers, social workers and other related healthcare professionals serving children and families through homelessness outreach. It is important to have a better awareness of all available programs. They are working on communication piece, both state and regionally to see the existing structure set up for messaging.

□ **DHS Updates**

- Cindy F. said that the Interagency Coordinating Council was invited by the Federal ICC group (through Sharon Ringwald) to present during their next SICC/SAP Webinar on December 7, 2016 from 2:00-3:30 p.m. (CT). Cindy and Terri would respond to the most important items under consideration and touch base on our strategic plan in 2015 being responsive to certain priorities. No other members requested to participate and membership supported the ICC Council's participation on this webinar.

-Terri E. announced that two Birth to 3 staff had left the Bureau of Children's Services (BCS) to take other promotional opportunities within state service. Laurice Lincoln accepted an advisory position with the Department of Children and Families (having offices in both Madison and Milwaukee) and Kate Johnson will be working with the Department of Health Services' Bureau of Public Health as a Unit Supervisor. Terri introduced Jesse Vail who has been hired as the new data manager and said that Lori Wittemann and Dana Romary will continue to work with Laurice and Kate's past counties of responsibility until new staff can be hired. Terri said that BCS is getting prepared to write our annual performance report, which will be forwarded to this Committee in January for review during a scheduled phone call. Kate Johnson submitted our data to the Federal Government before she left last week. The final indicator performance plan needs to be submitted on or before April 1, 2017. Terri E. said that BCS is getting prepared to write our annual performance report, which will be forwarded to this Committee in January for review during a scheduled phone call. Kate Johnson submitted our data to the federal government before she left. The final indicator performance plan needs to be submitted on April 1, 2017.

### **DHS Updates (Continued)**

- Terri passed out two handouts: Wisconsin Birth to 3 Program State Systemic Improvement Plan Phase II (dated April 1, 2016) and Birth to 3 Theory of Action (05/2015). These are measuring tools that say if we do these steps, we will have better outcomes. State is going on current onsite visits looking at results; where the evidence is and how we are seeing it in the child's file. In February, we will report findings. The Phase II plan submitted to the Office of Special Education centers around planning. After their initial review we got overwhelming positive feedback and strong signs of approval on our framework on how we plan on doing this work. OSEP encouraged more stakeholder involvement and parental Phase 3 onsite visits are to gather data regarding social emotional and demonstrate that we are making a difference. Infrastructure development and our professional development systems are defined. This orientation needs to be done on an annual basis and some intentional work is being done on that. Updates on our progress will come in the future. Please read the handouts since they have a lot of good information. We heard that if we 'slow down' and are more thoughtful on how we roll this out, we will be further ahead. Terri mentioned that the Department of Health Services' Division of Long Term Care will be merging with the Division of Health Care Access and Accountability to create the new Division of Medicaid Services which should be completed by December 31, 2016.
- Sharon Fleischfresser – Presented a Power Point (with printed handout) at the Birth to 3 Interagency Coordinating Council Meeting titled "Closing the Communication Loop – Referral Feedback Discussion". The CYSHCN Program in partnership with the Birth to 3 Program are looking for ways to "close the communication loop" from referral to early intervention and receiving feedback regarding the referral outcome. As part of the Medical Home Systems Integration Grant (MH SIG), there is a Medical Home State Implementation Team (approximately 80 members) that created the Wisconsin Medical Home Implementation Plan. This Plan includes an objective to improve referral feedback communication. From data provided by the Birth to 3 Program, approximately 50% of referrals to Birth to 3 come from healthcare providers (41% from physicians). Of these referrals, approximately 51% are found eligible for services. If a child receives services, there appears generally to be communication back to the referral source (health care provider). However, if the child is not receiving services, the health care provider may not hear back from the local Birth to 3 Program. The Birth to 3 and CYSHCN Programs are looking at what strategies and tools maybe in place to better support communication. From discussions at the regional Birth to 3 meetings, the Family Educational and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) permission seems to be an area of confusion. DHS 90 may help provide guidance in a written format. More education and training with child care workers will continue to be important. The available PDF referral form (F00688) is downloadable and easy to use. The brochure outlines more specific information and could be used along with the form. Sharon also passed out information on a three-year grant which is looking at integrated care for children with autism spectrum disorders.

### **Adjournment:**

- Cindy F. thanked the Committee members, DHS 90 Advisory Committee members and staff for all of their hard work in preparing and presenting at today's meeting.
- >MOTION: Made by Cindy F., seconded by Julie W. to adjourn the meeting. Motion passed unanimously.