

# Interagency Coordinating Council Committee

May 12, 2005

Minutes

Capital Plaza Tower, Frankfort, Kentucky

## Members/Designees Present

Lee Ann Jung, Chair

Leisa Hutchison, Vice Chair

Jackie Sampers

Annette Bridges, designee, Dept of Education

Cindy Holmes

Dee Ann Mansfield, designee for Thomas Burch, State Legislature Representative

Ginger Paul

Sarah Wilding, designee for Dept for Public Health

Jan Williams

Jeff Miniard, designee for Dept for MH/MR

Shirley Wilson

Mary Marshall, designee for Dept of Education, Homeless Program

## Staff Present

Annette Lane -Bartley

Germaine O'Connell

Anne Bolly

NaVona Morris-Davis

Alicia Dailey

Dr. Steve Davis

Cathy Moser

## Guests Present

Regina Winner, UK Neo

Gigi Meredith

Angie Guest, UL Neo

Victoria Chanda

Laurren Jelly

Diane Cowine

Bonnie Goodman

Shawna White

Amanda Goodman

Sandra Milburn

SUBJECT	DISCUSSION	ACTION
Welcome and Introductions		None needed
Approval of / Additions to the Agenda	Item V. and VI. of the agenda were changed to read DEIC Report followed by the University Technical Assistance and Monitoring Team Report.	None needed
Reading and Approval Of Minutes	The Chair called for a motion to approve the minutes of the March 10, 2005 meeting.	The minutes were approved as presented
Public Comment	The Chair recognized that no one had signed up for Public Comment.	None needed
DEIC Report	Gigi Meredith, representing Lincoln Trail District DEIC, presented the report in the form of a Family Service Plan, with area of concern regarding outcomes and web communication (Attachment A, available from DPH First Steps Central Office, e-version	The Chair asked that all be thinking about the following two issues to discuss at the next ICC meeting. Outcomes as they relate to PSC units and Communication and the web site.

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	<p>form not available). A parent also spoke on behalf of the DEIC, and talked about how the reduction of units has affected her family.</p>	
<p>University Technical Assistance and Monitoring Team Report</p>	<p>The Technical Assistance and Evaluation Reports were given by Anne Bolly and Cathy Moser of the University of Louisville team (Attachments B &amp; C).</p>	<p>None needed</p>
<p>Part C Coordinator Report</p>	<p>Germaine O'Connell reviewed Part C events with the ICC.</p> <p>Annual Progress Report for current fiscal year is due in Dec. The Federal Application was mailed April 18<sup>th</sup>. There will be a planning retreat in June to look at mini work group suggestions and the State Performance Plan.</p> <p>There have been 30 requests for reconsideration with a average of 3.7 days turnaround.</p> <p>The staff updates are as follows: Angie Dorten has been hired in Central Office</p>	<p>None needed</p>

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	<p>as Financial Administrator and Lisa Dorman has also joined the Central Office staff as Family Share Administrator. Lisa Gannoe, former Training Coordinator, has left First Steps for a promotion in the Commissioner's office. Morehead State University has hired a Parent Consultant, NaVona Davis (Attachment D).</p> <p>Dr Hersh reported on behalf of the Record Review team. There have been 310 record reviews in the first 9 ½ months of the program with 204 service exceptions, 81 intensive level evaluations (36 related to an autism diagnosis) and 25 eligibility determinations (24 of those made eligible). Average turnaround time on reviews has been nine days from beginning to end.</p>	

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CSPD Committee Report	Lee Ann Jung reported for the CSPD Committee. All Developmental Interventionists must be enrolled in a certification program by January, 2006, with five years to get their KTIP	None Needed
Evaluation and Assessment Committee Report	Jackie Sampers, chair, reported for the committee. The three primary items being addressed are the development of the 'handbook', alternatives to the 'delayed ranking' tool, and Screening and Intake system. May 23, 2005 is the next meeting date for the Evaluation and Assessment Committee and the chair welcomes all interested.	None needed.
Natural Environments Committee Report	Co-chair, Lisa Hutchison reported that the committee is developing ways to pilot training information on Natural Environments to providers and Childcare resources and mentoring projects.	None needed
Finance Committee Report	Bonnie Thorson Young, chair, reported that she had meet with Lynn Flynn who	None needed.

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	<p>is drafting a report to be sent to Dr. Steve Davis. She will be reporting back to the ICC upon guidance from the above mentioned.</p>	
<p>Infant Toddler Awards</p>	<p>The Chair requested nominations to be sent in as soon as possible as the deadline fast approaching. When the recipients are decided upon, the trophies will be ordered.</p>	
<p>Videoconferencing for Executive meetings</p>	<p>Videoconferencing has been arranged for the next ICC Executive meeting, June 9, 2005. The following locations will be live-connect with the committee.</p> <p><i>Benton - Marshall County Health Dept (about 20 minutes East of Paducah)</i></p> <p><i>Bowling Green - Barren River Health Dept</i></p> <p><i>Frankfort - Cabinet for Health and Family Services</i></p> <p><i>Lexington - Dickey Hall Room 27</i></p> <p><i>Louisville - U of L Hospital, 550 S. Jackson St, 7th Floor Tower</i></p>	<p>Chair, Lee Ann Jung will work with UK along with Joe Allen Mattingly of the DPH I.T. staff to begin working out the details.</p>

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	<p><i>Conference Room.</i> The full committee would like to have the September 8, 2005 meeting be held with the videoconferencing capabilities with a motion by Shirley Wilson and seconded by Lisa Hutchison.</p>	
<p>Beyond Limits Payment Policy</p>	<p>The Addendum to First Steps Policy &amp; Procedure Manual was presented for comment. No recommendations were made at this time, but Chair- person Lee Ann Jung, notified all that comments must be turned into Anne Swinford by Monday, May 16<sup>th</sup>. (Attachment E)</p>	<p>None needed.</p>
<p>Delay Ranking Scale Policy</p>	<p>Discussions about the current ranking tool raised concerns in committee members, with alternatives/ alterations being discussed. Jackie Sampers made a motion for this to remain an Agenda item with Lisa Hutchison seconding the motion.</p>	<p>The ICC full committee has asked that the Evaluation and Assessment Committee continue to look at alternatives to the current tool being used, keeping in mind the seven Outcomes that are used for Federal reporting with all suggestions being sent to Jackie Sampers, sub-committee chair. The motion was made, so this will remain an Agenda item.</p>

SUBJECT	DISCUSSION	ACTION
Policy Review	With the above two policy changes being discussed, questions arose about the procedure for routing "policy changes" from the Lead Agency to the ICC to ensure a timely response. The attached flow chart was designed by the ICC with Jackie Sampers motioning its acceptance and seconded by Shirley Wilson (Attachment F).	
Adjournment	The meeting adjourned at 2:30 pm.	None needed.