

**First Steps of North Central Indiana (FSNCI)
Cluster E LPCC Meeting Minutes
August 11, 2006
Peru, Indiana**

Present: Steve Carney, Amy Ellis, Krystal Hitchcock, Shelly Schultz, Mary Jo Paladino, Melissa deFluiter, Susan Smith, Rachelle Remmenga

- I. Introductions- Introductions were made.
- II. Budget Report- Melissa gave budget report. SPOE and LPCC budgets are both in good standing for the quarter. Amy called for motion to approve budget, Steve motioned and Susan seconded the motion.
- III. SPOE Data Report- Melissa presented report and each present was given a copy. Discussion: It was decided that we need clarification on some of the information on the SPOE report. Two counties were missing from referrals not moving to intake and intakes not moving to IFSP. The amount of children not making it to IFSP was also questioned. Referrals for April, May, and June for this year increased significantly. Henry co. needs to be deleted from the summary page. There were questions on the procedure for a referral at 34-35 months. It was decided that we would revisit this at the next meeting. Motion was made to approve the SPOE data report with the clarification on points listed above by Rachelle and was seconded by Steve.
- IV. Old Business-
 - a. By-Laws- Amy distributed the By-Laws. We still need one more parent representative for the LPCC. Motion was made to approve minutes and By-Laws by Steve and was seconded by Rachelle.
- V. New Business-
 - a. Krystal Hitchcock from ConneXions Child Care Resource and Referral gave a presentation. She discussed the types of trainings and services offered by ConneXtions and stated that they are all free of charge. Krystal will give Melissa a list of contacts for all counties.
 - b. Melissa gave updated from the SPOE office.
 - i. The State has asked that we go back to using the term "Service Coordinator" instead of "Infant Toddler Coordinator".
 - ii. Staffing updates:
 1. Mary Hobbs Baker has resigned. Her replacement is Joan Siders.
 2. Sarah Steinmeyer (Data entry) has resigned. Still looking for her replacement.
 3. Tanya Coldron (Service Coordinator Support) has resigned and Emily Brown is stepping over to cover that position. Still looking for Emily's replacement.
 4. Tammy McMullen and Roberta are helping out during this transition.
 - c. Melissa updated on Child Find activities. Activities are going well and the Website was active on July 1st, 2006.

d. Conflict resolution policy

- i. Amy presented a policy from another cluster for us to work off of to create our own.
- ii. It was decided that the following statement would be added to our By-Laws to reflect this policy: "For Grievances not applying to disagreements with LPCC decisions will be addressed using the Conflict Resolution Policy and form".
- iii. Melissa will bring a draft of updated By-Laws to the next meeting.
- iv. Consensus of the group was to recommend we rewrite these areas.