

First Steps of North Central Indiana (Cluster C)
LPCC Meeting Minutes
2101 Fillmore, Fort Wayne, IN
May 18th, 2010
8:30a.m.

Facilitated by: Katie Blosser

Council Members Present: Joy Koch, Marlene Crouse, Teri Conrad, Donna Driscoll, Nancy Moore, Lori Ross, Valerie Potchka, Tim St. Peters

Staff: Katie Blosser, Angie Jarvis, Elaine Armstrong

Other Attendees: Angie Miller

Welcome and Introductions

Minutes: Approved by Donna Driscoll, 2nd motion by Nancy Moore

Staff Updates

- Angie Jarvis stated that Rachel Wilson has moved and Jen Dembickie took over her entire caseload.
- Service Coordinators previously with Achieva kept their caseloads and new coordinators have received a combination of children from those coordinators who did not carry over.
- Patricia Rojas has primarily Spanish speaking families now and is doing both intake and ongoing service coordination
- Staff performance has been good from the coordinators coming back who worked for the program before Achieva took over. There have been two concerns from providers about two different coordinators who were carried over from Achieva.
- Teri Conrad asked if intake and ongoing were combined in Adams and Wells counties and had concerns with the number of children the coordinator had. Angie shared that it is a combined position as Angela Gehring is fulfilling that role. *Note: In addition to Angela, Amanda Merchant is taking ongoing referrals in these two counties.
- Donna Driscoll stated that the coordinators who had worked with First Steps in the past seem to really understand the system. She had concerns with Transition meetings and providers schedules being considered when coordinators scheduled 6 month and annuals. Elaine followed this by stating that LEAs have reported that Transition meetings with the school are improving and the numbers are up. Tim St. Peters agreed that he has seen an increase in meetings and evaluations but does still get occasional phone calls of invites at the last minute. Angie Jarvis stated that she has spoke with the coordinators in staff meetings about improving this.

Budget Report

- Due to recent change in fiscal agents and the delayed billing cycle, budget information will is not available yet and will be shared at next meeting.

Overview of Revised By-Laws

- Angie Jarvis distributed the revised bylaws for council to review and discussed the different sub committees and what the duties of each committee are. Angie Miller asked about the name of the cluster being similar to Cluster B's name. Elaine stated that the name is internal and should not effect the community. Angie Jarvis stated that it has been discussed with the state and thought through from the very beginning. It has been registered as a DBA with AWS, as well. Angie and Elaine spoke about the geographical regions of the state and that there just are not many choices to identify this cluster. Elaine stated that the name is in the same format as Cluster E, another AWS cluster, and the name was not decided on maliciously. The contract with the state from the beginning had the name stated as First Steps of North East Indiana, which was agreed upon. Donna Driscoll stated that she has seen Cluster B use many different names. The group decided to move forward with review of the bylaws and will support whatever name is decided upon by the state and AWS.
- Angie Miller suggested that the bylaws define the duties of the officers and an annual evaluation of the fiscal agent and the LPCC Coordinator, which is done in some other clusters.
- Committee discussed to add to the bylaws under "Officers" that the Chair will be responsible to sign documents with approval of the council, participate on the SPOE oversight, receive minutes from the committee meetings, and maintain communication with the LPCC Coordinator. The Vice Chairperson

will assume all responsibilities of the chairperson in their absence. There was a request for addition to the bylaws that states there will be a chairperson for each sub committee and that the chairperson will not be the LPCC Coordinator.

- Angie Miller suggested that under "Record Keeping" a section be added that states a draft of the agenda, minutes from the previous meeting, and a notice will be distributed to the council 2 weeks before the meetings.
- Angie Miller stated that parent participation may be the most difficult of the requirements. Nancy stated that Katie could help with that by keeping parents involved and asking them to disseminate information to the community, participate at fairs, etc. to help fulfill the participation requirements.
- Under the "Voting" section of the bylaws, there will be a change of information and agendas being distributed to council 2 weeks before the meeting.
- The group discussed the above changes will be made to the bylaws and will be distributed to the council to vote on approval via email.

Cluster Performance Plan

- Angie stated that we are in the middle of the Cluster Performance Reviews and that AWS has the information that Achieva has worked on and are in the middle of reviewing and revising this. More information on performance plan will be shared at the next meeting.
- Katie distributed the 0-1 Action Plan and group looked through the plan. Nancy suggested that the plan be carried over to the Child Find Committee and group agreed.

State Updates

- Angie stated that assistive technology payments for orthotics through First Steps will no longer be available unless it was already in the process as of Friday, May 14th. The team will still work on helping the family find assistance.

SPOE Data Reports

- Angie distributed SPOE Data Reports and went through them with the council including monthly summaries of referral, intake, and IFSP, Average # of Days from Referral to IFSP, and Primary and Secondary Referral Source by County reports.

Structure of LPCC

- Angie Jarvis explained the sub committees of the LPCC and sent around the sign-up sheet for each of the committees. Election of officers will be done at the meeting on July 8th. Members should contact Katie if they are interested in nominating themselves or others for chairperson in June so that voting may be done at July meeting.

2010-2011 Meeting Schedule

- Council will meet the 2nd Thursday of every other month (July-June) at 8:30 at the AWS located at 2101 Fillmore in Fort Wayne. Meeting dates are July 8th, September 9th, November 11th, January 13th, March 10th, and May 12th.

LPCC Coordinator Update

- Katie Blosser gave an LPCC Coordinator report stating the activities she is working on for child find including library story time presentations, A Hope Center training, Women's Care Center group meetings, and summer fairs.
- Angie covered the concern and complaint log and stated there were two complaints related to 2 Service Coordinators in May from providers and that these are being addressed.
- Katie gave a Transition Committee updated and stated that they met last month and spoke with the LEAs about being part of First Steps transition meetings and possibly doing a presentation with Head Start for the Service Coordinators on the school system at a later date.

Other Business

- Angie Miller stated that there are new "Frequently Asked Questions" for providers when going through training and that the information is located on the UTS website. Donna asked if the Training Times were seen by the council, which they are not, and it was stated that it could be sent out to keep the council up

on new information.

Meeting adjourned.