

I. ICC MISSION STATEMENT

"The mission of the Utah Interagency Coordinating Council for Infants and Toddlers with Special Needs and Their Families (ICC) is to assure that each infant and young child with special needs will have the opportunity to achieve optimal health and development within the context of the family."



DRAFT

**MINUTES OF THE UTAH INTERAGENCY COORDINATING COUNCIL (ICC)
FOR INFANTS AND TODDLERS WITH SPECIAL NEEDS AND THEIR
FAMILIES**

**Utah Department of Health, Division of Community and Family Health Services
44 North Medical Drive, Salt Lake City, Utah, Main Conference Rooms
January 19, 2007 // 9:30 AM – 12 Noon**

Attendance: Cheryl Alexander, Dr. Paul Carbone, Eileen Chamberland, Tandi Cichoski, Angelique Colemere, Barb Fiechtl, Coleen Fitzgerald, Jana Homer, Debbie Justice, Karen Ekker, Catherine Nelson, Jill Oberndorfer, Sue Olsen, Gina Pola-Money, Dr. Harper Randall, CSHCN, Jenny Simmons, Krissie Summerhays, Shylo Wheeler, Holly Williams

Excused: Sen. Alan Christensen, Kristine Fawson, Connie Nink, Judi Nielson, Rep. Steven Urquhart, Patti VanWagoner

Other Attendees: SunDee Lasko (member nominee), Diane Moore as proxy for Patti VanWagoner

BWEI Staff: Brent Baum, Catherine Hoelscher, Patrice Isabella, Vanya Mabey, Lynne MacLeod, Susan Ord.

- I. WELCOME/INTRODUCTIONS.** The meeting commenced at 9:35AM, conducted jointly by the ICC Tri-Chair: Eileen Chamberland, Tandi Cichoski, and Catherine Nelson. Introductions of ICC members and today's guests.
- II. MINUTES.** Read and approved for November 17, 2006.

Motion to approve minutes

Discussion: None.

Seconded

Approved unanimously by members.

- III. PUBLIC COMMENT PERIOD.** As a consequence of the training received during the previous ICC meeting the Executive Committee decided to reenact the public comment period in each ICC meeting. This period is available for any member of the public who has input relevant to ICC proceedings. The pending agenda is published in the Salt Lake Tribune and the Deseret News as a legal notice approximately 1 week prior to each general ICC meeting. No members of the public were present today.

IV. ICC GOALS. Members were challenged to consider which goals will further the ICC role in establishing permanency of services 3 or more generations into the future.

1. Define sub-committees and chairs: Committees may bring in outside resources and members, however the chair must be an ICC member. Utilizing outside resources furthers the ICC role of bringing a diversity of people and resources together. Each sub-committee is responsible for sharing and interfacing with other sub-committees on joint issues and trading effort as needed.
 - i. Finance: Sue Olsen – Interim Chair. This committee looks at the broad picture, thinks outside the box. Works on the 5 priority areas identified by BWEI. Proceeding with the plan developed at the Aug. 16, 2006, finance workshop in North Carolina. May provide legislative input with advocacy committee.
 - ii. Advocacy: Gina Pola-Money – New committee. Child find, family access, provider interface, legislative interest, etc. May provide legislative input with finance committee.
 - iii. Service Delivery Committee: Dr. Paul Carbone – Interim Chair. New committee. Explore treatments and guidelines for varying diagnoses. Provide families and staff information on traditional and alternative treatments that is accurate and evidence based; provide options and choices. Identify training, support, other issues and strategies for resolution. May provide input to providers with CSPD committee. Emerging issues are international adoption and a primary language other than English.
 - iv. CSPD: Eileen Chamberland – Interim Chair. Supports BWEI in training, certification and ongoing professional development of provider personnel. The BWEI CSPD committee/workgroup includes ICC members. BWEI addresses immediate responses, ICC provides wider perspective to support BWEI in terms of continuing development. May provide input to providers with service delivery committee.
 - v. FUN/Parent Committee (Standing): Tandi Cichoski - Chair. Parents, legislative support, information sharing, monthly phone conferences. All parent representatives are automatically members of this committee. 22 families currently involved.
 - vi. Transition: This ad hoc committee (taskforce) has almost completed its work but parents still need to OK guidelines which then need to be approved by the ICC.

Motion: Committees to be Finance, Service Delivery, Advocacy, CSPD, and FUN/Parent.

Discussion: Determine which of these will be standing committees thus requiring a change to the bylaws. Run as ad hoc committees for 1 year and then reexamine whether to make them standing committees through a change to the bylaws.

Seconded.

Approved unanimously.

ACTIONS:

1. Transition committee finalize work, have Parent/FUN committee OK the guidelines, then enter a formal motion to disband the Transition sub-committee and forward a note of thanks to the members.
2. Members signed up for committees. See attached list.
3. Committee members will identify committee chairs, then bring back pressing priorities and move forward with ICC support.
4. The Executive Committee, e.g. the chairs of the various sub-committees plus the ICC Tri-Chair, will outline the basic direction for the ICC.
5. Include time during ICC meetings for committee breakouts. Committees should also use time in the off months to do much of their work.
6. The Finance Committee will actively support and participate in the 5 point plan developed by BWEL.
7. Brent will provide committee support in terms of facilitating committee work, logistics, lists (provider, ULEND, students and IPS), web site, list serves, web groups, etc.

V. CLARIFY ROLE IN POLICY.

Advise and assist vs. consent roles. Reviewed leadership call notes. Effort to define major policy. Consent is included in the State Plan and ICC bylaws. Consent drives members to become informed and vote their support, so that the Lead Agency (LA) doesn't have to stand alone. Helps keep LA from working in isolation and provides great support; consent has never stood in the way of LA initiatives and necessary immediate actions.

Policy vs. Procedure: ICC gets first view on anticipated major policy changes to prevent inconvenient mid-course corrections, may provide important feed back prior to implementation. Briefly discussed differences between rules, contracts, policies, and procedures.

Conflict resolution: The ICC can provide a venue for presenting feedback on difficult to resolve issues. Further discussion tabled until the March meeting.

ACTIONS:

The Executive Committee will address additional goals as identified at the January 5, 2007 Executive Committee meeting. Specifically goals 3 & 4 in the Executive

Committee minutes: *Goal 3 – Always review interactions/relationships with other agencies who are at the table; Goal 4 – Define relationship between providers and Local Agency and ICC including conflict resolution.*

1. Tri-Chair assign an ad hoc group to further define and discuss then bring back a draft of ideas for review.
2. Set up a web group site for discussion.
3. Explore establishing a web forum for the ICC, email members when established.

VI. MEMBERSHIP NOMINATIONS:

Parent Representatives: Need to fill 2 openings to maintain 20% parent representative ratio. Currently there are 2 confirmed applicants. 3 unconfirmed applicants will not be entered into consideration today. The 3 unconfirmed applicants may be invited to participate on the FUN/Parent committee pending completion of their applications.

Motion to approve SunDee Lasko and Lisa Madsen as Parent Representatives to the ICC.

Discussion: None.

Seconded

Approved unanimously.

ACTION: Brent will forward the names of the new members to DOH Government and Professional Affairs Liaison for further vetting.

Term renewals: Barbara Fiechtl, Debbie Justice, Cathy Nelson, terms conclude shortly, other members later in the spring and summer. Suggestion to include persons from other provider systems to increase diversity of views and input to the ICC.

Motion directing Tri-Chair to contact Shriner's Hospital, Primary Children's Medical Center, Early Head Start, Native American representatives, and others to determine their interest and availability to serve on ICC.

Discussion: One dissenting opinion stating that the drive for members from outside the Early Intervention community should be more cautious for the following reasons: A Head Start representative is mandated by Part C and is currently represented on the ICC; More members means increasing the number of parents and providers to meet Part C mandated ratios; A larger ICC may become too unwieldy to be effective; Better to include additional parties as temporary members of the various sub-committees.

Seconded:

Approved with 1 nay.

ACTION:

1. Brent will forward the names of the continuing members to DOH Government and Professional Affairs Liaison for further vetting.
2. Tri-Chair will nominate someone to contact providers outside BWEI contracts and invite them to join.
3. ICC will find ways to increase diversity of membership.

VII. COMMITTEE REPORTS.

1. FUN: Gina Pola-Money & Tandi Cichoski. Families will testify next Wednesday, January 24, re: Early Intervention. This is a community effort involving family members, employers, and all other contacts a family may have.

ACTION: Write a letter to the Health and Human Services Appropriations Committee (HHAC). Forward the letters to Gina who bundle them for presentation.

VIII. AGENCY REPORT:

1. Complaints, mediations, due process: Susan Ord, presenter. Postpone until the March meeting.

2. Budget Process: Susan Ord, presenter. See handouts: Budget Fact Sheet and Issue Brief. Governor's budget request/allocation for BWEI is approximately \$2.2 million. Dr. Delavan presented a brief overview to the HHAC on 1/10/07. Dr. Delavan will present the BWEI budget request on Monday, 1/22/07. Reviewed the Issue Brief prepared by Mr. Greer, Legislative Fiscal Analyst.

Jenny Simmons commented that parents and others will be most influential by relating personal experiences and allowing the legislators to see the faces of Early Intervention. Messages to convey may include: EI can set the foundation for better performance in school creating long term cost savings within the educational system. Communicate to the Legislature positive results, numbers, and what differences EI has and will make.

ACTION:

A. As appropriate, ICC members will contact their individual Legislators and the HHAC to voice their opinions regarding the Governor's budget request/allocation for BWEI.

B. Participate in public testimony on Wednesday, 1/24/07.

3. Annual Performance Report (APR): Patrice Isabella, presenter. See handouts. Reviewed OSEP requirements for the State Performance Plan (SPP) and Annual Performance Report (APR). This is the first APR for the Utah SPP. Reviewed summary sheet and some of the details within the APR. ICC needs to review and approve the APR. Future implications of the APR and SPP include: How to track or account for children diverted to other services; Need to set increasing achievement levels each year; Developing targets in the APR for percentage increases. The SPP can be revised, however indicators are set by OSEP.

Motion to accept the Annual Performance Report as presented.

Discussion: None.

Seconded

Approved unanimously.

IX. ADJOURNMENT. The meeting adjourned at 12:00 PM.

APPROVED AS TO FORM:

Tandi Lynn Cichoski, for the ICC Tri-Chair

MINUTES SUBMITTED BY:

Brent W. Baum, ICC State Contact