

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."



**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 Mario Capecchi Drive, Salt Lake City, Utah, Main Conference Rooms
May 27, 2009 // 9:30 a.m. – 2:00 p.m.

Attendance: Cheryl Alexander, Debbie Ballard, Carol Cerna, Tandi Cichoski, Eileen Chamberland, Jeff Dean, Joyce Dolcourt, Louise Dunn, Susan Fox, Jana Homer, Debbie Justice, Kimberly Morris, Sue Olsen, Gina Pola-Money, Harper Randall, Dinah Weldon, Shylo Wheeler

Excused: Paul Carbone, Allen Christensen, Connie Nink, Jenny Simmons, Angie Pinna, Patti VanWagoner, Steven Urquhart

Absent: Colleen Fitzgerald, Kreig Kelly, Lisa Madsen

BWEI Staff: Brent Baum, Susan Ord, Catherine Hoelscher, Vanya Mabey, Deb Titmus, Danelle Holdaway, Mary Ann Hunter, Carma Mordecai

- I. **Welcome and Introductions** - Meeting conducted by Eileen Chamberland. Members and guests welcomed.
- II. **Minutes** – Read and approved minutes of March 25, 2009.
- III. **Public Comment Period** – No public comment received.
- IV. **Tri-Chair Elections** – Tri-Chair position and duties were described.
 - a. Nominations – Shylo Wheeler and Joyce Dolcourt were nominated and seconded for the Tri-Chair.
 - b. Voting was nearly unanimous at 16 votes each with 1 abstention and 1 nay vote.
 - c. Shylo and Joyce will replace Tandi Cichoski and Eileen Chamberland as members of the Tri-Chair. The incoming and outgoing Tri-Chair members will participate in the next Executive Committee call to transition responsibilities.

- V. **Bylaws.** Members of the ICC reviewed the side-by-side bylaws hand out. Principle areas of discussion included:
- a. Consent. The issue of consent dates back to Governor Bangerter and 3 different agencies providing early intervention services. The ICC discussed the issue of consent regarding policy direction and whether such consent is binding on BWEIP. Motion to strike the phrase “and give consent”, seconded. Discussion: Further clarify bylaws to ensure that public comment is always brought in and that any policy change is brought in for discussion. Federal regulations, etc. require public notice and publication of major EI policies. What happens if ICC withholds consent? Office of Special Education Programs (OSEP) letter seems to support that consent isn’t binding. Motion carried by a vote of 12 in favor, 5 opposed to strike the phrase “and give consent” from all sections.
 - b. Add “at time of appointment” for parent representative tenure.
 - c. Motion to add the State Director of the Early Hearing Detection & Intervention (EHDI) program as a non-voting member, seconded, motion carried.
 - d. Motion to strike legislative analyst from invited membership and replace with a person from the Governors Office of Planning & Budget. Motion seconded and carried.
 - e. Add monitoring membership as a Tri-Chair responsibility.
 - f. Clarify membership in committees to designate whether a person is an ICC member (voting) or non-ICC member (non-voting).
 - g. For the ICC sub-committees, strike function statements and replace with phrasing that reflects that the committee chair sets the agenda and activities.
 - h. Motion to set a minimum of quarterly meetings, seconded and carried with 1 opposed.
 - i. Motion to set a minimum of 4 meetings per year, seconded and carried. (Supercession of prior motion.)

VI. Agency Report

- a. The annual application for funds was submitted on time.
- b. Opt Out Policy. A new policy incorporating all the recommended changes from the Public Hearing to the opt out procedure was submitted to the OSEP and

approved by them. The policy will now go to all providers for them to incorporate into their grants. State Office of Education and BWEI staff are meeting with school districts and EI providers to explain and implement the new policy.

c. \$13 million in regular contract (grant) funds were distributed to providers in May for State Fiscal Year 10 (SFY 10) (July 1, 2009 to June 30, 2010).

d. Contracts are now Grants. In accordance with direction from the Audit and Finance Departments provider contracts will now be called grants. All contractual obligations and stipulations will remain the same.

e. Provo Early Education Program has surrendered their grant for SFY 10 with final closeout scheduled for August 31, 2009. The Request for Proposal for Provo School District area has been released and is due June 3rd with the final selection anticipated for July 1st. BWEI expects to receive 3 or 4 bids. A transition plan is in place to prevent gaps in service. Suggestion that a parent participate on the selection committee.

f. ARRA funds (stimulus) are now available to draw down. This is 1 time money to be used over 2 years. BWEI's general plan is to distribute \$2 million to providers with current grants with the remainder earmarked for state capacity building. Provider distributions may be based in part on child counts. State office projects may include BTOTS enhancements, (web based application, PIP TOTS, others); \$30-\$50,000 for a hearing aid loan bank based in the newborn hearing screening office; training activities (CSPD); and other infrastructure needs. BWEI is waiting on further guidance from OSEP for reporting use of funds before grant requests are released to providers. One anticipated reporting requirement is the number of jobs retained and created as a result of the ARRA funds. The target date for grant requests is July 1st. BWEI will monitor expenditure time frames to allow for redistribution of funds as needed to assure that ARRA funds are appropriately and completely used. Suggestions from the ICC committees regarding the use of ARRA funds is welcome and encouraged.

g. Autism Screening Study. Mary Ann Hunter a BYU Master's of Public Health intern, will be working with BWEI to study the feasibility of screening infants and toddlers for autism at EI services intake. She will examine best practices and screening tools as well as current provider and family needs including implementation issues.

VII. ICC Sub-Committee Breakouts.

VIII. ICC Sub-Committee Reports

- a. Parent/Advocacy: Although the awareness activities the committee has conducted in the community have been successful the committee wants to do something different. In the coming year the committee will take its

message to 15 provider programs across the state. The presentations will focus on introducing the ICC to families to help develop that resource including topics such as what is the ICC and how it relates to the state and federal offices. Additional focus will be placed on parent advocacy and leadership skills workshops. Presenters will include experienced parents and a member of the Utah Family Voices staff and possibly a BWEI staff member. The presentations will be spread across year with the intent to build capacity among the parents. Suggestion to make ICC meetings more meaningful for parents.

- b. Finance: The committee considered various mechanisms for distributing ARRA funds to grantees. The funding formula committee, which is a sub-committee of the Finance committee, will meet when more information is available. The goal is to make a distribution of funds that is more equitable than the current child count based formula. The committee will engage in a more thorough analysis of costs and services. One possibility will be to explore the possibility of a base/plus scheme that allows for a complete set of services. The Medicaid reimbursement plan may be restructured resulting in an unbundling of services that may impact BWEI. The committee quickly reviewed the use of private insurance, however the same barriers remain.
- c. CSPD/Service Delivery: Louise Dunn is the new chair of the Service Delivery committee. The committees will focus on preparing for the Fall conference on natural learning environments and parent coaching. They will also request the providers prioritize their training needs regarding autism spectrum disorders and then investigate means for providing that training. They will also be considering alternative training providers and venues and effective use of ARRA funds for training.

IX. **Next ICC meeting** will be September 23, 2009 at 9:30 a.m.

X. **Adjournment**: The meeting adjourned at 2:00 p.m.

APPROVED AS TO FORM:

Eileen Chamberland, for the ICC Tri-Chair

MINUTES SUBMITTED BY:

Brent W. Baum, ICC State Contact