

Florida Interagency Coordinating Council for Infants and Toddlers
Quarterly Meeting
April 5, 2017
Tallahassee, Florida

Meeting Minutes

Member Name	Member Seat	Present (In Person)	Present (Via Phone)
Laurie Blades	Member from the agency responsible for children's mental health	X	
Kim Carr	Public/private provider of early intervention services		X
Liz Cayson	At large member	X	
Lilli Copp	Member from a Head Start Program	X	
Sara Evans	Parent of child with disability age 12 or younger		X
Anitere Flores	Member from the State Legislature		
Skip Forsyth	Office of Coordination of Education of Homeless Children & Youth	X	
Erin Hough	Member from the state child welfare agency responsible for foster care	X	
Judith Levin	Member from personnel preparation program	X	
Betty Jo Pate	Member from the agency responsible for the State regulation of private health insurance	X	
Misty Porter	Parent of child with disability age 12 or younger	X	
Lourdes Quintana	Public/private provider of early intervention services	X	
LaKera Reddick	Member from the agency responsible for the State Medicaid and CHIP program	X	
Kathleen Vergara	Public/private provider of early intervention services	X	
Monica Verra-Tirado	Member of the state education agency responsible for preschool services to children with disabilities	X	
Samantha Wass de Czege	Member from the state agency responsible for child care	X	
Ilene Wilkins	Public/private provider of early intervention services		X
Guests	Affiliation	Present (In Person)	Present (Via Phone)
Kenneth Baino	Florida Department of Health	X	
Annalise Campisi	Bay Area Early Steps	X	

Florida Interagency Coordinating Council for Infants and Toddlers
 Quarterly Meeting
 April 5, 2017
 Tallahassee, Florida

Meeting Minutes

Laurie Colon	Central Florida Early Steps		X
Marcy Hajdukiewicz	Florida Department of Health	X	
Renee Jenkins	Florida Department of Health	X	
April Leopold	Northeastern Early Steps		X
Sue Loftis	Big Bend Early Steps	X	
Dawn Lynch	Florida Department of Health	X	
Angela Marcus	Florida Department of Health	X	
Ken McCain	Florida Department of Health	X	
Stephanie McMillon	Florida Department of Health	X	
Jolande Morgan	Florida Department of Health	X	
Cassandra Pasley	Florida Department of Health	X	
Rob Porcaro	Treasure Coast Early Steps		X
Kimberly Porter	Florida Department of Health	X	
Althea Puzio	Space Coast Early Steps		X
Kathy Riley	Central Florida Early Steps		X
Kelly Rogers	Florida Department of Health	X	
Ellie Schrot	Gold Coast Early Steps		X
Shawn Seabrook	Big Bend Early Steps	X	
Erin Smeltzer	Office of Early Learning	X	
Dina Snider	Big Bend Early Steps	X	
Carole West	Florida Department of Education	X	
Kathryn Williams	Parent	X	

Call to Order – *Dr. Ilene Wilkins, Chair*

- Member roll call: The presence of a quorum was established with sixteen of the seventeen members in attendance in person or via phone.
- Dr. Wilkins announced she was unable to participate for the remainder of the Council meeting and delegated Misty Porter to carry out the Chair responsibilities until the conclusion of the meeting.
- Welcome, introductions, and agenda review.
- The Council discussed recruitment strategies for the parent vacancies on the Council. The Early Steps, Early Wishes event scheduled on June 16, 2017 in conjunction with the Family Café Conference was identified as a strategy to recruit potential parents to the Council. Misty Porter and Lourdes Quintana volunteered to join the workgroup coordinating the Early Steps, Early Wishes event.
- Presentation of the January 26, 2017 Meeting Minutes.

Florida Interagency Coordinating Council for Infants and Toddlers
Quarterly Meeting
April 5, 2017
Tallahassee, Florida

Meeting Minutes

Motion: Approval of the January 26, 2017 Meeting Minutes
Motion Made By: Lilli Copp
Seconded Motion: Kathleen Vergara
Discussion: None
Motion Passed

The Council voted unanimously to approve the January 26, 2017 Meeting Minutes as presented with no abstentions, or negative votes.

Travel reimbursement: Reimbursement forms and self-addressed envelopes were provided to members requesting travel reimbursement. Members were requested to provide their reimbursement requests to the Florida Department of Health in a timely manner.

Lead Agency Update – *Cassandra G. Pasley, Director, Division of Children's Medical Services and Marcy Hajdukiewicz, Chief, Bureau of Early Steps & Newborn Screening, Florida Department of Health*

The following lead agency updates were provided to members:

- State Office staffing
- Zika
- Early Wishes
- Implementation of 391.308, F.S.
- Family Survey Process
- Data
- Budgets

The Council requested the status of the Early Steps data system procurement at the July 13, 2017 Council meeting.

Program Priorities – *Renee Jenkins, Early Steps Program Administrator, Florida Department of Health*

A 2017 calendar with high-level program priorities for the Early Steps State Office was provided to the Council, including activities related to the Office of Special Education Programs; public participation; legislative implementation; conferences; and action items.

Florida Interagency Coordinating Council for Infants and Toddlers
Quarterly Meeting
April 5, 2017
Tallahassee, Florida

Meeting Minutes

Provider Enrollment – *Angela Marcus, Early Steps Program Consultant, Florida Department of Health*

An overview of the changes to provider enrollment was provided, including the transfer of responsibility of provider enrollment to Local Early Steps Programs.

State Systemic Improvement Plan (SSIP) – *Jolande Morgan, Gubernatorial Fellow and Kimberly Porter, Professional Development Consultant, Florida Department of Health*

A presentation of the State Systemic Plan was provided that included a refresher of the Phase One root cause analysis; Phase Two planned activities; and Phase Three evaluation strategies. Next steps for state-level activities and demonstration sites were shared. The Council requested an update on the SSIP at the October 19, 2017 Council meeting.

Local Early Steps Presentation – *Dina Snider and Sue Loftis, Big Bend Local Early Steps*

The Big Bend Early Steps program presented the following information to the Council:

- Contract overview
- Counties served
- Demographics
- Roles of Service Coordinators and Family Resource Specialists
- Provider recruitment efforts
- Promise Zone
- Graduation

A parent of a child currently receiving services discussed the impact of the program on her family.

Early Steps Individualized Family Support Plan (IFSP) – *Kelly Rogers, Early Steps Program Consultant, Florida Department of Health*

An overview of the revised Individualized Family Support Plan was provided to the Council that included the revision purpose; workgroup participants; review process; overview of the revised IFSP; training video; and next steps.

It was recommended that “Substance Abuse” be added to the list of resources a family can seek assistance with on the Targeted Case management Plan of the IFSP.

Agency Updates – *Council Members*



Florida Interagency Coordinating Council for Infants and Toddlers
Quarterly Meeting
April 5, 2017
Tallahassee, Florida

Meeting Minutes

Updates were provided by the following members/agencies:

- Laurie Blades: Department of Children and Families, Substance Abuse & Mental Health Program
- Lilli Copp: Florida Head Start Collaboration Office
- Misty Porter: Florida School for the Deaf and the Blind
- LaKera Reddick: Agency for Health Care Administration

Public Comment

No public comments were received.

Meeting Adjourned – *Misty Porter*