North East & North Central

Indiana First Steps

Oversight Council Meeting

Meeting Minutes

May 11th, 2021 9:30am – 10:48 am EST

Participants: Abigail Rager, Abigail West, Amy Ellis, Amy Ferguson, Andrea Polman, Brigette Fairchild-Leazenby, Brooklyn Dugdale, Charity Smith, Clare Mann, Connie Young, Deb Tipton, Donna Driscoll, Grant Britzke, Holly Johnson, Laura Leffler (Interpreter), Janet Ballard, Jessica Blea, Jodi Curtis, Jon and Kristen, Julie Petrowsky, KyLynne Greer, Laura Fulton, Lily Osborn, Lori Hundt, Lydia Otiato, Meg Warnock, Mary Schreck, Megan Drzeqiecki, Nancy Moore, Naomi Casale (Interpreter), Noel Weibel, Paula Fox, Rhian Fertil, Stephan Viehweg, Stephanie Ihnen, Stephanie Furnas, and Theresa Eldridge.

Chair: Nancy Moore

Vice Chair: Donna Driscoll

1. Call to Order
	1. The meeting was called to order over zoom by Nancy Moore. With all attendees and their names visible no introductions were needed.
2. February 2021 Meeting Minutes
	1. Amy Ellis motioned to approve the February 2021 Meeting minutes and Megan Drzewiecki seconded the motion.
3. Steve Viewheg was in attendance today and gave a presentation on Learn the Signs Act Early Campaign and materials.
4. SPOE Report
	1. SPOE Report: Unfortunately, at this time we unable to access the SPOE report. A report on referrals was made available comparing 2019, 2020, and 2021 referrals. Referrals are picking back up nicely and are pleased to see that.
	2. EI Hub: The state launched a new data system in March and the system continues to evolve.
5. Coordinator Report
	1. Child Find Activities: The LPCC Coordinator reported that this has been a busy quarter with the transition to EI hub, but that a nice amount of outreach has still been accomplished including meeting with the Parkview NICU follow up and Developmental Care Clinic, meeting with Dr. Nunez, presenting to and joining the Grant County System of Care Coalition, meeting with and connecting with CONNECT Allen and combining and cleaning up the Cluster B and Cluster C Physician’s list and sending a new fax out to all offices. Last quarter the LPCC Coordinator worked with a handful of birthing hospitals to include the First Steps brochure and the LPCC Coordinator has fielded requests for additional brochures as those continue to be included in new parent packets.
	2. First Steps is a coupon distributer for the NEW BABE programs in Wabash County. First Steps continues to be a BABE coupon distributer for Elkhart, Marshall, St. Joseph, and Whitley Counties.
	3. Pat on the Back Award Winner: none this quarter
6. 1st Kids Agency Update
	1. Fiscal Report: We anticipate coming out on budget. There are no unusual expenses. We are starting to send Coordinators out for meetings again, so we do expect travel costs to rise.
	2. HR Report: This report shows no changes through February. However, in the last three weeks there have been multiple resignations across all four 1st Kids clusters and we are hiring in all clusters.
7. Assessment Team: The assessment teams are starting back 50% in person in May and June and with a goal of 100% by July 1st unless families do not want others in their home. This is the same goal for Service Coordinators.
8. New Business
	1. Rhian Fertil (FWCS) reported that Donna Diaz will be retiring at the end of July. They are working to get August transitions scheduled before she retires. Donna’s replacement will be following her same process and Rhian will be in contact when that person is ready to start.
	2. Grant Britzke (childcare resource network) reported that the Build, Learn, Grow program is up and running. It can provide daycare scholarships to essentials workers May through October 2021 as well as waive the co-pays for families utilizing CCDF vouchers. He also reported that parents seeking employment may now also be eligible for vouchers and On My Way Pre-K.
9. Old Business: none to review
10. Announcements
	1. Connie reminded everyone of the upcoming First Steps conference and that families are welcome to attend and there is a family scholarship available.
11. Adjournment
	1. Paula Fox motioned to adjourn, and Donna Driscal seconded.

Coming up next:

LPCC & Child Find Meeting: Tuesday August 10th, 2021 at 9:30 am EST via Zoom

Cluster C Transition Committee Meeting: Tuesday September 21st , 2021 at 10:00 am EST

Custer B Transition Committee Meeting: Tuesday September 28th, 2021 at 10:00 am EST