North East & North Central

Indiana First Steps

Oversight Council Meeting Agenda

Meeting Minutes

August 9th, 2022 9:30am-10:00am

Chair: Amy Ellis

Vice Chair: Donna Driscoll

Participants: Abby Rager, Abigail West, Allie Sutherland, Amanda Jackson, Amy Elis, Angie Snyder, Brigette Fairchild-Leazenby, Brooke Ebel, Brooklyn Dugdale, Clare Mann, Connie Young, Donna Driscoll, Deb Tipton, Erika Pearson, Holly Johnson, Jameson Kimball, Jenni Martinez, Julie Petrowsky, LaDora Smith, Laura Lahr, Laura Osborn, Lydia Otiato, Madalynn Myers, Mary Ellen Schreck, Megan Drzewiecki, Nancy Moore, Noel Weibel, Pam Dove, Paula Fox, Robyn Duffy, Shari Upchruch, and Stephanie Furnas.

1. Call to Order & Introductions
	1. Introductions were made by all.
2. May 2022 Meeting Minutes\*
	1. Motion to approve the August 2022 meeting minutes was made by Brooklyn Dugdale and seconded by Nancy Moore.
3. Family Share
	1. Abby Rager shared that in preparation for the EI Conference we had reached out to an Amish family to see if they would like to write a letter regarding their First Steps experience and while we didn’t receive it back to be shared at the conference, we thought we would share it with this group. The letter was provided and read.
4. SPOE Report
	1. EI Hub is still unable to provide reports, but 1st Kids has provided a four-year comparison of referral numbers for Cluster’s A, B, C, & D. We have had many high months and over all a consistent number of referrals. Nancy Moore asked if there was a way to get state referral numbers and Clare Mann said she could try requesting that.
5. Coordinator Report
	1. Abby Rager reported this past quarter she has continued to update social media as well as coordinator with NICU’s and DCS. The relationship between First Steps and DCS is going very well. At the last LPCC meeting a suggestion was made to focus outreach on private therapy clinics and hospitals as waitlists are up across the state and First Steps can help to serve those children under the age of three. In preparation for this Abby Rager created a County Resource Packet for each of Cluster B’s 10 counties (Cluster C already has these packets). These Resource Packets are also a great benefit for our Services Coordinators to provide additional resources to families. Abby Rager will continue to complete clinic outreach this next quarter.
6. 1st Kids Agency Update
	1. The fiscal reports for Cluster’s B & C were provided. The new fiscal year started in July 2022, so the report provided was for the last fiscal year. Clare Mann reported both clusters went over by design and with approval by the board so as not to lose any funds. Some of this was for new computers as every month a computer is needing replaced and with technology more expensive and harder to find it is now a larger expense, but the year was ended as they expected. Amy Ellis asked if 1st Kids had received a COIVD grant from the state and Clare Mann reported they had, and it is to be used as a recruitment and retention piece for those that worked through the height of COVID and remain with 1st Kids and then 10% will go to technology purchases.
	2. The HR reports for Cluster B & C were provided. Cluster B had two resignations and one new hire. Cluster B is still needing to hire one Service Coordinator, however Cluster B has been a historically difficult area to hire in due to the large number of well-paying factory jobs. Clare Mann reported Cluster’s A & C fill more quickly than B & D. Cluster C had one resignation and one new higher and is fully staffed. Clare Mann reported that around back to school we sometimes lose employees due to school opportunities, however so far, we are retaining employees well.
7. Assessment Team
	1. Brigette Fairchild-Leazenby reported that Cluster B evaluations are booked out 2-3 weeks and one thing they are running into is a lot of families wanting the 2:30/3pm time slot.
	2. Lily Osborn reported that the SLP on the Cluster C assessment team resigned for a job with the school and we are looking to replace her.
	3. Clare Mann reported that starting in the middle of August all assessment teams will have one day a week of virtual assessments to serve families that want a virtual assessment and to help accommodate more families. We have worked with our SCs to explain a large part of the evaluation is parent report, their child is not expected to sit in front of the screen, and we are able to complete the assessment virtually. We have had some families open to it and others not and respect their choice if they are not.
8. New Business
	1. Donna Driscoll has asked to resign as the Vice-Chair. With this resignation we are opening nominations for a Vice-Chair. Today Megan Drzewiecki and Brooklyn Dugdale both nominated/volunteered themselves. Abby Rager will send out an email to all LPCC Member asking for nomination to be made by 09/30/22 and at the next LPCC Meeting we will hold a voice for Vice-Chair.
	2. Announcements
		1. Abby Rager provided the PDF for the IN-Resilience Resources that Steve Viehweg put together based on feedback from LPCC meetings throughout the state as well as a flyer for First Steps National Webinars in August and September.
	3. Community Updates
		1. No community updates were reported.
9. Old Business
10. Adjournment
	1. Meeting was adjourned.

\*Indicates an attached document.

Coming up next:

Cluster C Transition Committee Meetings: Tuesday September 20th, 2022 at 10:00 am EST

Cluster B Transition Committee Meetings: Tuesday September 27th, 2022 at 10:00 am EST

LPCC Oversight & Child Find Meetings: Tuesday November 15th, 2022 at 9:30am EST