North East & North Central

Indiana First Steps

Oversight Council Meeting Agenda

Meeting Minutes

November 16th, 2021

9:30 am – 10:14 am

Chair: Nancy Moore

Newly Elected Chair: Amy Ellis

Vice Chair: Donna Driscoll

Participants: Abigail Rager, Amanda Torres, Amy Ellis, Amy Ferguson, Brigette Fairchild-Leazenby, Brooke Ebel, Brooklyn, Charity Smith, Chelsea Beard, Clare Mann, Connie Young, Deb, Donna Driscoll, Erica Miller, Holley Johnson, Jaimie Burks, Janet Ballard, Jessica Blea, Jodi Curtis, Julie Petrowsky, Laura Fulton, Laura Leffler (ASL Interpreter), Lily Osborn, Lori Hundt, Lydia Bradford Otiato, Meg Warnock, Mary Ellen Schreck, Megan Drzewiecki, Nancy Moore, Noel Weibel, Pam Dove, Paula Fox, Robyn Duffy, Samantha Drudge, Shari Upchurch, Stacie Rogers, Stefanie Hanks, Stephanie Ihnen, Stephanie Furnas, and Theresa Eldridge.

1. Call to Order & Introductions
	1. Nancy More called the meeting to order. Amy Ellis has been nominated for Chairperson and no one is opposed. Amy Ellis is now taking over as chairperson.
2. August 2021 Meeting Minutes\*
	1. Robyn Duffy moved to approve the meeting minutes and Nancy Moore seconded the motion. August 2021 Meeting Minutes approved.
3. Parent Share with Erica Miller
	1. Erica Miller shared her First Steps experience with the group and answered questions on what worked well, if there were struggles and how virtual therapy went. Creating a Facebook group for families with kiddos with special needs was discussed as an opportunity to allow families to connect with one another.
4. SPOE Report
	1. Since COVID started and with limited reports available through EI hub 1st Kids has provided a summary of referral numbers every month for Cluster’s A, B, C, and D. We are seeing the typical ups and downs but have leveled out from the dip with COIVD. We are doing a nice job of picking up referrals.
5. Coordinator Report
	1. Child Find Activities: The LPCC Coordinator reported that this past quarter she had redone the resource packet for families with kiddos with special needs. LPCC continues to reach out to DCS caseworks, update social media, answer questions for doctors, send brochure out when requested as birthing centers have continue to provide First Steps information in their new parent welcome packet. LPCC focused on community organizations this past quarter and emailed all Early Head Start and Healthy Families programs in all of Cluster B & C’s 17 counties. LPCC was able to present to some and send brochures to others. LPCC reported zoom presentations are going very well and have been scheduled with staff meeting or for lunch breaks. LPCC also has two virtual library events scheduled to present to parents. LPCC also has packets of First Steps information ready to be mailed to 25 pregnancy centers and learn to earn programs that will go out soon. LPCC reported this past year outreach had been broken up into Physician’s and Birthing hospitals in one quarter, DCS caseworkers the next, followed by daycares, and then lastly community organizations. This next quarter LPCC will be looking to reach back out to Physician offices. Outreach is going well.
6. 1st Kids Agency Update
	1. The Fiscal Report was reviewed. Salaries and travel are the two highest expenditures. There has been an uptick in travel as expected with coordinators doing home visits again. The current audit is going well.
	2. The HR Report was June through August. We have moved two coordinators from C to other Clusters. We did a lot of hiring through all 1st Kids clusters. Cluster C is fully staffed right now, and Cluster B has one opening in Elkhart. Elkhart has been the one place that we seem to struggle to have people follow through. This difficulty may come from the large availability of high paying factory work. We will continue to look to fill this opening.
7. Assessment Team
	1. Angie McClain has resigned after fifteen years. A new scheduler has been hired and has started. Scheduling for evaluation is going well and happening in a timely manner. There are no changes with assessment team therapists.
8. New Business
	1. Samantha Drudge from InSource reported that they have had families transition from First Steps to the school and those transitions have gone smoothly. They have had others in school or need to be evaluated that they have assisted with more and continue to be a resource for families.
	2. Connie Young from First Steps State reported EI hub is in the second stage of the roll out. Connie will be at the Labor of Love event tomorrow. First Steps Indiana is now on Facebook and Instagram! The First Steps conference is scheduled to be in person and First Steps has partnered with Infancy Onward for the conference. The state is also preparing for the Family Guided Routines Based Intervention (FGRBI) training to roll out in January.
9. Old Business
10. Announcements
	1. First Steps Indiana is now on Facebook and Instagram!
	2. Purdue’s Neurodevelopmental Family Lab is looking for families who have a child 3-30month of age and is the sibling of a child with autism to participate in a study. Flyer sent via email. \*
11. Adjournment

\*Indicates an attached document.

Coming up next:

LPCC Oversight & Child Find Meetings: Tuesday February 8th, 2022 at 9:30 am EST

Cluster C Transition Committee Meetings: Tuesday March 22nd, 2022 at 10:00 am EST

Cluster B Transition Committee Meetings: Tuesday March 29th, 2022 at 10:00 am EST