North East & North Central

Indiana First Steps

Oversight Council Meeting Agenda

November 15th, 2022

9:30 – 10:05 am

Meeting Minutes

Chair: Amy Ellis

Vice Chair: Donna Driscoll

Participants: Abby Rager, Allie Sutherland, Amanda Jackson, Amy Ellis, Angie Snyder, Brigette Fairchild-Leazenby, Brooke Ebel, Brooklyn Dugdale, Charity Smith, Cheri Sauer, Christy Shauver, Clare Mann, Connie Young, Lydia Otiato, Donna Driscoll, Erika Pearson, Holy Johnson, Jaimie Burks, Jenni Martinez, Jodi Curtis, Justin Simos, Laura Osborn, Mary Ellen Schreck, Megan Drewiecki, Meghan Murphy, Nancy Moore, Noel Weibel, Pam Dove, Robyn Duffy, Stephanie Furnas, Theresa Eldridge

1. Call to Order & Introductions
2. August 2022 Meeting Minutes\*
   1. Megan Drzewiecki motioned to approve the August 2022 meeting minutes and Brooklyn Dugdale seconded.
3. SPOE Report
   1. Referral Numbers: 1st Kids has provided referral numbers for Cluster’s A, B, C, D the last four years. There has been an uptick in October from last year in both B & C. Referral numbers are always changing and just when you think you have figured out a pattern, it changes. Overall referrals remain high. Amy Ellis asked about the number of referrals going to IFSP and Clare Mann reported at this time we do not have access to that information but is hopeful in the future we will be able to get that information from EI hub as that was very helpful for planning purposes.
4. Coordinator Report
   1. Child Find Activities – Abby Rager reported she has continued to update social media and coordinate with the NICU’s and DCS. Every month a list of children with an open/established DCS case is sent to the LPCC Coordinator. After reviewing the most recent list many children are being referred to First Steps before the list is received so we are getting to those children sooner. Abby Rager provided resources to several organizations, provides brochures and First Steps information to a new Lead Case Manager, several doctors and clinics and has also reached out to half a dozen clinics regarding their services, waitlist and provided First Steps information. Outreach is going well, and this next quarter Abby Rager will continue to reach out to clinics and doctor offices.
5. 1st Kids Agency Update
   1. Fiscal Report – Clare Mann provided the fiscal report for the current fiscal year in beginning in July. About 95% of the budget is in salaries. The budget is going as anticipated. There may be some movement throughout the year as everything comes into cluster A and is then dispersed through Cluster’s A, B, C, and D.
   2. HR Report – Clare Mann reported Cluster B remains the hardest area to hire in and are working to hire two SC’s and a Supervisor. We suspect it is because of the factory industry in the area. Cluster C is fully staffed, and everyone is trained and doing well. For training, Service coordinators are in the office and then the position is a hybrid of in person and remote.
6. Eligibility Determination Team
   1. Brigette Fairchild-Leazenby reported for Cluster B they have two schedulers. One is reporting a high number of cancellations. And the other scheduler is having difficulty fitting in the number of families that want a 3pm appointment. Lily Osborn reported for Cluster C there are a lot of cancellations and no shows, but everything is scheduled within the 45-day time line.
7. New Business
   1. The 2023 Meeting Calendar was sent out. A few meetings have changed from previous years as Abby Rager, LPCC Coordinator, is expecting.
   2. Megan Drzewiecki and Brooklyn Dugdale have been nominated for Vice-Chair. A vote was taken, and Brooklyn Dugdale was voted as Vice-Chair.
   3. Community Updates
      1. Robyn Duffy, Early Head Start Grant County, reported 30% of their EHS kiddos have an IFSP. Robyn Duffy reported they are required to have 10% of kiddos with disabilities, but historically EHS has been above that. Brooke Ebel, Early Head Start/Head Start Brightpoint, reported their numbers are pretty low right now as they have had a lot of cancelations and trouble with families following through with medical appointments and paperwork requirements, so they are focusing on getting that number up. Robyn Duffy reported they now require their families to obtain and submit the necessary paperwork instead of their office and this has gone very well for them.
8. Old Business
9. Adjournment
   1. Brooklyn Dugdale motioned to adjourn and Robyn Duffy seconded the motion.

Coming up next:

LPCC Oversight & Child Find Meetings: Tuesday February 7th, 2023 at 9:30 am EST

Cluster C Transition Committee Meetings: Tuesday February 14th, 2023 at 10:00 am EST

Cluster B Transition Committee Meetings: Tuesday February 21st, 2023 at 10:00 am EST