

<b>Date: 12/11/24</b>	<b>Oversight Meeting Minutes</b>
<b>Attendance</b>	Laura Guistolisi, Shannon Berrisford, Melissa Killian, Megan Kochvar, Clare Mann, Angie Merryman, Teresa Hansen, Teresa Stack, Urszula Krygowski, Kelly Twardosz, Mariann Frigo, Mandi Meyer, Elise Cinati, Lindi Gubbins, Caitlin Stacy, Jenna, JaNina Elzy, Hannah Dykstra, Allysa Bries, Hannah Dykstra, Tracey Hall, Amy Ellis
<b>Call to Order/ Review Meeting Minutes</b>	September 2024 minutes approved 1 <sup>st</sup> - Amy Ellis 2 <sup>nd</sup> -Lindi Gubbins
<b>SPOE Reports/SPOE Needs</b>	Monthly referral count comparison 2019-2024: referrals continue to increase. Over 300 monthly (November a little lower) SPOE needs-provider shortage is improving. PT and ST are most needed. 16 needed on pending provider list
<b>Agency Update</b>	Clare reviewed-Fiscal year ended June 30 <sup>th</sup> 2024, will end on budget No unusual expenses, primary expense salaries New fiscal year started July 1 <sup>st</sup> 2024 HR Report-runs a quarter behind. Looked at end of July to Sept 2024: 33 employees, 3 resignations and 3 hires
<b>Assessment Team Committee</b>	Continuing to schedule in 2 hour time slots-8 am, 10 am, 12 pm, 2 pm and 4 pm One team doing virtual evaluations on Wednesdays. They schedule 2 evaluations-one in Lake County and one in Porter County. There is another team who is virtual 2 times a month. They rotate one Lake County day and one Porter County day Additional evaluations are offered virtually as needed to get evaluation done sooner when referrals are high and evaluations are running close to 45 <sup>th</sup> day Evaluations are being scheduled close to the 45 <sup>th</sup> day on some areas due to high referral numbers In January we are adding a JL team 2 x a month in Lake County
<b>Data Review Committee</b>	QR Review-spot check-we are at 100% of all indicators July of 2023 data reviewed Supervisors check all data entry for quality. AA is following up on doctor's signatures and this has gone well
<b>Transition Committees</b>	Transition Committee meets in September, November, February, and April this year. All meetings are virtual, this has helped with attendance. Most of the coordinators attend the meetings. If anyone is interested in attending the transition committee meetings, contact Shannon Berrisford ( <a href="mailto:sberrisford@1st-kids.org">sberrisford@1st-kids.org</a> ). All meetings are 9 am cst 30 month lists-sent to LEAs within 5 days of receiving each month Sent to SCs monthly to be used to confirm that the 30 month notices have been uploaded and all information was sent to the LEA for those families who have a signed school release
<b>Child Find</b>	Handout of activities Shannon and Laura completed over the last quarter Northwest Indiana First Steps Facebook up to 1417 followers

	<p>Infants with drug exposure-to date we have received 435 DCS referrals and 243 of the referrals involved children exposed to drugs (as of today).</p>
<b>Coordinators Report</b>	<p>Laura and Shannon are involved with various committees-Healthy Families, Step Ahead, Indiana Perinatal Quality Improvement Collaborative, Porter County Wellness Coalition, and First Things First, Care Coordination Skill Building Committee, and Health Services Advisory Committee and ICC Workforce Development Committee (just started in July). They also attend quarterly State LPCC Committee meetings.</p>
<b>New Business</b>	<p>State Staff-2 new state staff  Maggie McCall-resigned  New Coordinators-Allysa (covering Porter) and Hannah (covering South Lake County) started in October  We will be hiring 2 coordinators in January  First Steps conference will be June 12<sup>th</sup> and 13<sup>th</sup> 2025 in Bloomington</p>
<b>Old Business</b>	<p>EI Hub continues to expand. Coordinators are completing Intake Terms, Intakes and 3Q in EI Hub</p> <p>Concerns/complaints-2 this quarter</p>
<b>Announcements</b>	<p>WIC-Teresa Hansen provided new flier reminding foster parents the children they are fostering will qualify for WIC. Medicaid and SNAP automatic qualifier for WIC. Foster children automatic qualifier. They also have an outreach coordinator now.</p> <p>Bright By Text through First Things First-provides resources and you pick the age range you want info for</p> <p>JL received Early Years Initiative grant and they will continue screenings at daycares and add on doctors offices as well</p> <p>CDHHE looking for Parent Advisors for Cluster A and D. Elise to send flier with requirements</p> <p>Next meeting: March 19, 2025 @ 9 am via zoom</p>