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| <b>Date: 6/19/2024</b>                               | <b>Oversight Meeting Minutes</b>  |
| <b>Attendance</b>                                    | Laura Guistolisi, Shannon Berrisford, Melissa Killian, Megan Kochvar, Lauren Clark, Clare Mann, Angie Merryman, Katie Callan, Sue Swindeman, Kelly Twardosz, Jena Boylan, Amy Ellis, Mariann Frigo, Caitlin Stacy, Lindi Gubbins, Mandi Meyer, Urszula Krygowski, Clarese Robinson, JaNina Elzy, Mariana (IN Hands and Voices) Eva Nadler, Danielle De Peso, Jenna Dokulil  |
| <b>Call to Order/<br/>Review Meeting<br/>Minutes</b> | Minutes approved<br>1 <sup>st</sup> - Amy Ellis<br>2 <sup>nd</sup> -Caitlin Stacy   |
| <b>SPOE<br/>Reports/SPOE<br/>Needs</b>               | Monthly referral count comparison 2019-2024: increasing in referrals yearly (except in 2020) 3620 in 2023<br>So far every month (except February) has had over 300 referrals<br><br>17 needed on pending provider list  |
| <b>Agency Update</b>                                 | Fiscal Report-July to May 2024-90% of budget salary/benefits, no unusual expenses, will finish within budget<br>HR Report-January 2024-March 2024-35 employees, 33 full time and 2 part time at the time of the report. Currently none are part time, Cluster A is looking to hire 2 coordinators   |
| <b>Assessment Team<br/>Committee</b>                 | Still scheduling 2 hr time slots for evaluations: 8 am, 10 am, 12 pm, 2 pm and 4 pm<br>We offer virtual slots on Wednesdays to get families in earlier, two times throughout the month and other times as needed.<br>Evaluations are currently being scheduled close to the 45 <sup>th</sup> day<br>New Assessment team member-Tiffany Stinson PT doing evaluations over the summer<br>Sue Bowen and Leah Weskamp complete all Annual Paper Reviews   |
| <b>Data Review<br/>Committee</b>                     | SC supervisors review caseloads with coordinators and check meeting paperwork<br>July-October 2023 files will be reviewed by State QR Team  |
| <b>Transition<br/>Committees</b>                     | Transition Committee will start back up in September and meet also in November, February and April. 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<br>The State began sending 30 month lists to SPOEs again this month. They will be sorted by LEA and sent out withing 5 business days of receiving them going forward. |
| <b>Child Find</b>                                    | Laura talked about activity log-we focus on a specific group every month in addition to committees we are on and health fairs, provider fairs that we attend.<br><br>Infants with drug exposure-total 130 (waiting to hear from DCS on 10 additional ones) of 204 DCS referrals in 2024   |
| <b>Coordinators<br/>Report</b>                       | 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. They also attend quarterly State  |

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|                      | <p>LPCC Committee meetings.<br/>         Laura is on a new committee: ICC Workforce Development Committee-they have met twice</p>  |
| <b>New Business</b>  | <p>State Staff-no new state staff<br/>         SPOE Staff- Cluster A hired a new coordinator-Danielle DePeso. She started April 29th<br/>         2 resignations in April and May<br/>         Currently interviewing for 2 open positions<br/>         One SC starting in August-Caitlin Mitchell<br/>         One SC starting in September-Malerie Boylan</p>      |
| <b>Old Business</b>  | <p>EI Hub continues to expand. Coordinators are completing Intake Terms, Intakes and 3Q in EI Hub<br/>         Learning management system is available in the EI Hub. EI professionals can access over 100 professional development and continuing education courses</p> <p>Concerns/Complaints:<br/>         1 concern and 1 complaint were filed this quarter.</p> |
| <b>Announcements</b> | <p>New Porter County resources-Help Me Grow and Bright By Text. If interested in learning more, email:<br/> <a href="mailto:hadassah@firstthingspc.org">hadassah@firstthingspc.org</a></p> <p>Next meeting: September 18<sup>th</sup>, 2024 @ 9 am via zoom</p>  |