

**Governor's Interagency Coordinating Council (ICC)
Meeting Minutes
July 21, 2010**

<p>Members Present: Linda Wintz, Joy Birr, Barb Wolfe, Barbara O'Sullivan, Jill Haak, Karen Adamson, Jackie McCormack, Sandy Simar, Michele Willert, Anne Hennessey, Ralph McQuarter</p> <p>Members Absent: Sarah Thorson, Lisa Lehmann, Angie Kniss</p> <p>Staff: Loraine Jensen, Lisa Backer, Michele Bedor, Kara Hall</p> <p>Presenters: Debbykay Peterson, Hope Brandt, Michelle Jones</p> <p>Guests: Donna Miller, Melissa Wiger</p>		
<p>Agenda Item: Approval of minutes, old business</p>	<p>Introduction of members. April 22, 2010 minutes: A motion was made and seconded to approve.</p> <p>Family Outcome Survey and Cover Letter: Background and summary information on the Family Outcomes Survey (FOS) and cover letter was presented. Discussion held around inclusion of the Minnesota Automated Reporting Student System (MARSS) number on the survey. Discussed status of translations. Input gathered from the group regarding the cover letter and survey. Cover letter – delete 1st paragraph; MARSS explanation; change “confidential” to “private”; identify phone number on survey.</p> <p>PACER's Transition Booklet: Discussion held around transition booklet as follow up to April meeting. Discussed issues related to copyright, target audience, best forms of dissemination and distribution to families. Discussions occurring now regarding next year's grant. A motion was made and seconded that Barbara Wolfe, Chair of the ICC, be authorized to write a letter to MDE stating the wishes of the ICC membership regarding the Transition Booklet.</p> <p>Review of ICC information posted on the MDE Website: ICC content on the MDE Website was presented to gather input from the ICC on what to include on the site. For more information, view the ICC section of the MDE Website. Discussed ways to organize the information on the site more effectively; other content to include; logic behind where specific content is located; search feature; Google search results.</p> <p>Part C Application: Application has been approved.</p>	<p>Action: Approved</p> <p>Action: Minnesota Department of Education (MDE) to revise cover letter per group input.</p> <p>Action: Barbara Wolfe will write letter to MDE.</p> <p>MDE will talk with PACER about the ICC's letter.</p> <p>Action: Approved Part C application will be posted on MDE Website.</p>
<p>Agenda Item: Interagency Early Intervention Committee (IEIC) Restructuring</p>	<p>Discussed history of the Interagency Early Intervention Committee (IEIC) restructuring discussions, which began in 2007. A handout was provided with timelines of the historical discussions.</p> <p>Received a handout and information on Interest-Based Problem Solving. MDE recommends using the process for a minimum of four meetings with identified stakeholders.</p> <p>Activity: ICC members divided into small groups to document their ideas related to the IEIC restructuring</p>	<p>Action: MDE will use the Interest-based problem solving process with an identified stakeholder group to identify recommendations for consideration prior to developing the next Part C Application.</p>

process and discussion to identify who needs to be included. No decisions made today as a part of this exercise. A workgroup will be formed to ensure everyone has input, that all pros and cons have been considered and to make sure all voices are heard.

MDE is at the point of identifying key stakeholders; may also seek input other ways. All areas of the state need to be considered. Nothing has been decided yet. There are also issues around county restructuring and how that impacts our discussion. Input from the small groups was collected and documented.

Summary of key stakeholder input and recommendations from the small group exercise:

- Minnesota Initiative funds
- IEIC members (2) from each region
- [Build Initiative](#)
- Lynne Singlemann – Department of Human Services (DHS) County Liaison; staff to County redesign
- Kate Learner – Minnesota Association of County Social Service Administrators (MACSSA); county association representative
- Patricia Caldwell – Association of Minnesota Counties (AMC) representative
- Access - standards
- Geographic Regions - judicial districts; regional economic development regions.
- National Early Childhood Technical Assistance Center (NECTAC), other regional resource people (Ann Bailey).
- Advocacy organizations
- Child Protection – Midwest; Children’s Resource Center; child abuse prevention councils
- Health – state/local
- Human Services – state/local
- Head Start
- Communities of color
- Public Health Home Visiting – early
- ICC member or representative
- Fiscal rep from a Local Primary Agency (LPA) or a Special Education Director
- Local intake contacts
- Center for Early Education and Development – higher education
- Private therapy providers
- Medical community
- Public Schools – special education, 3-5 transition, kindergarten transition
- Private preschools
- Children’s Mental Health
- Special Education Advisory Council (SEAC)

	<ul style="list-style-type: none"> • Early Childhood Advisory Council (ECAC) • United Way • Disability group representatives – parents, etc. • Children’s Defense Fund • Child Care Resource and Referral system • Extension service <p>Update on County Restructuring: Ralph McQuarter provided an update on current county restructuring efforts. Group was provided a brief history and current status of the discussions around the restructuring.</p>	
<p>Agenda Item: Regional presentation, Hope Brandt</p>	<p>Hope Brandt gave a PowerPoint presentation with an overview of the roles of the Professional Development Facilitators and the scope of the Centers of Excellence (COE). Solicited input on the usefulness of the presentations and what else the ICC would like to know. This is in an effort to develop a format and compile questions to define future presentations. Information was provided on the structure of the COE, the facilitators and the three training cadres.</p> <p>Regional Low Incidence Facilitators (RLIFs) provide administrative infrastructure. Child Outcome Summary Form (COSF) is a way to collect outcome data on children. Minnesota Association of Family Educators (MNAFE) is an Early Childhood Family Education (ECFE) program and the group is for their practitioners.</p> <p>Three training cadre areas:</p> <ul style="list-style-type: none"> • Technical Assistance Center on Social Emotional Intervention (TACSEI) (Lise Fox, trainer) • Family-Guided Response-Based Intervention (FGRBI) (Juliann Woods, trainer) • Cultural and Linguistic Diversity (Lillian Durand, trainer) <p>Metro Educational Cooperative Service Unit (ECSU) is the fiscal host for Juliann Woods and Lillian Durand. TACSEI cadre members are the only ones who have been brought together so far.</p> <p>All trainings housed through COE are free to the participants. Financed with American Recovery and Reinvestment Act (ARRA) funds.</p> <p>Comments/questions and responses:</p> <ul style="list-style-type: none"> • Are all the other regions as active as 11? <i>Not all regions have had the facilitators for as long as Region 11. Some just on board since July. Ramping up in other areas.</i> • Additional regional updates from now through the end of the year at ICC meetings? <i>Will depend on what other topics we’re covering. Handouts may be enough and we have the contact information.</i> 	

	<ul style="list-style-type: none"> • Good to get input from the ICC as regional sites are developed. ICC has a potential to have significant impact into what services are provided and how. • To whom is the training provided and how is the information being disseminated? <i>Practitioners who work with children birth to age five who have disabilities or who are at risk of disabilities. Also people who also provide professional development in their roles.</i> • The trainers are teachers, retirees, university representatives...depends on the training. No limit to who the trainers are. Coordinating with Minnesota Professional Development Center on Inclusion (MPDCI). • Facilitators customize the trainings based on the need. • Training and information given by the COE are consistent with MDE’s key messages and priorities. • Evidence-based practices. • Master cadre members are part of a train the trainer framework. 	
<p>Agenda Item: IEIC Plan Application, Michelle Jones and Loraine Jensen</p>	<p>Information presented on the IEIC Plan application: Reviewed content of the application on the MDE Website. Discussed carry over money and process for obligating and expending and by which dates. 2009 carry over money has to be obligated (signed contract) by Sept 30 and paid out by Dec 31, 2010. MDE needs to reimburse the IEIC by the end of Dec. 2010 money can be carried over at 100 percent vs. 20 percent. Questions can be sent to: Michelle.jones@state.mn.us</p>	<p>Action: Next year, MDE will develop a tool or template to assist with the budgeting process.</p>
<p>Agenda Item: ICC Member Update</p>	<p>ICC members presented their individual updates:</p> <p>Karen: Working with Early Home Visiting and Legislators to make sure we have legislation and funding to coordinate early intervention for pregnant women and young children.</p> <p>Michelle: Working with Children’s Home Society. Trying to build Mental Health Day Treatment in the North East Metro.</p> <p>Jackie: Developing training for parents on effective communication on the IEP team. Recently appointed to Special Education Advisory Panel (SEAP-same as SEAC). First meeting in August – she will bring information back.</p> <p>Barbara O.: Restructuring within Early Learning Services (ELS). Karen Carlson, who was our Director, is now an Assistant Commissioner for MDE. Developing the COEs, new staff, ECAC and in process of releasing Requests For Proposals (RFPs).</p> <p>Jill: Half-time position as a facilitator. 302 referrals last year; 299 or 297 was previous high. Jill’s replacement has been hired.</p> <p>Linda: Will bring Special Education Director updates to this group.</p> <p>Sandy: Head Start Director for Community Action Programs for Washington and Ramsey counties. ECAC met in June to hear from other groups that are creating new early childhood systems. There is a lot of work going on around what the system should look like; more coordination is needed. RFPs going out for contracts to move the work ahead. Create a report card for early childhood. What data needs to be a part of it, what data systems are already in place and what do we need? Information on MDE website.</p>	

	<p>Head Start busy serving new children that were awarded through the ARRA appropriations. President has recommended that the funding for those children continue. Jobs were also created to serve those families.</p> <p>Barbara W.: New licensure standards. Early Childhood Special Education (ECSE) standards changed some related to cultural diversity. Incorporating standards into the university curriculum. Major changes in other areas. Unsure as to when the new standards go through. Autism license, Green license (generic to allow people to teach anything, including Developmental Delay, Learning Disabilities, Emotional Behavioral Disorders and Autism Spectrum Disorders, but not ECSE). Shorter teacher training time.</p> <p>Summer Institute update: Moved to more intensive format; limits the number who can attend. Good networking experience. Also working on Higher Education Consortium plans and implementation. Some topics include FGRBI, TACSEI 0-5, Kid Talk, cultural diversity, video and technology in teaching, others...</p>	
<p>Meeting Schedules:</p>	<p>Proposed Dates: October: Wednesday, October 20, 2010 (note date change) January: Wednesday, January 19, 2011 (note date change) April: Thursday, April 14, 2011 Future meetings will be scheduled from 8:30 a.m.-3:00 p.m.; however, if possible, will try to have half day morning meetings only.</p>	<p>Action: In preparation for the January 19, 2011, meeting, a workgroup will be appointed to assist with the Part C Performance Plan</p>
<p>Adjourned</p>	<p>Motion made and seconded to adjourn.</p>	