

**Governor's Interagency Coordinating Council (ICC)  
Meeting Minutes  
July 19, 2012**

<p><b>Members Present:</b> Andrea Bejarano-Robinson, Maya Nishikawa, Judy Swett, Jessica Mattson, Nancy Jost, Genie Potosky, Roxanne Botz, Michele Willert, Mary Ann Marchel, Dr. James Moore, Cathy Nelson Messer, Karen Cadigan, Karon Joyer, Barb Dalbec  <b>Members Absent:</b> Karen Adamson, Joy Birr, Tim Finn, Sen. Terri Bonoff, Sen. Ted Daley, Rep. Carol McFarlane, Rep. Susan Allen  <b>Staff:</b> Kara Hall Tempel, Michelle Dockter, Lisa Backer</p>		
<p><b>Agenda Item:</b> Public Comments</p>	<p>Members of the Regional Interagency Early Intervention Committees (IEICs) participated in the public comment period. Comments are noted below:</p> <p>Region 8: Environmental scan completed with interesting results. Some find it disappointing that not all activities are able to happen due to funding challenges. They have planned strategic outreach to physicians.</p> <p>Region 9: The regional IEIC structure has linked into the existing Cadre which has a 20-year history. The Cadre now functions as the official work group of the Region 9 IEIC. Region 9 has not yet conducted an official environmental scan given long history of doing similar work. Their work plan for 2012-2013 has not yet been developed. The IEIC will meet in early August to complete this process. They have completed several trainings for child care providers to empower them to make referrals and have implemented strategic outreach to physicians and have chosen to fund the Follow-Along program. In April they offered a walk-in screening clinic. Fifty-four children were screened and more than 20 referrals resulted.</p> <p>Region 7E: The environmental scan is complete and they are using the information to identify commonalities across county activities. They have added the Quick Response (QR) scan code to all literature and are working with printers to modify all materials. Their current focus is on “distributable items” like posters and brochures. They recently realized that they have never evaluated the effectiveness of outreach and have agreed to focus on that activity during the coming year. An evaluation plan will be developed during fall meeting.</p> <p>Region 7W: The Region 7W IEIC reports struggling this past year while being confused regarding expected accomplishments. They completed the environmental scan to identify gaps in their service system. Mental health is one example of an identified gap.</p> <p>Region 3: The Region 3 IEIC has adopted operating procedures and bylaws. They entered into a contract to complete the environmental scan but have not thoroughly reviewed these results as a committee. A preliminary work plan has been submitted but the IEIC may opt to revise this plan once the environmental scan is thoroughly reviewed. They have replenished supplies of outreach</p>	<p>No action needed.</p>

	<p>materials—all with state number and website.</p> <p>Region 4: The Region 4 IEIC has completed many activities but continues to struggle. The IEIC has encouraged each county to support some type of early childhood coalition as a strategy to maintain local connections. They will use information from scan to target materials for outreach. They did support the Follow Along Program based on prior year participation numbers.</p>	
<p><b>Agenda Item:</b> Opening Logistics</p>	<p>Judy Swett called the meeting to order at 9:06 a.m. and established a quorum.</p> <p>Cathy Nelson-Messer moved to approve agenda. The motion was seconded by Dr. James Moore. Motion carried.</p> <p>Maya Nishikawa moved to approve the minutes of the March meeting of the ICC. The motion was seconded by Jessica Mattson. Motion carried.</p>	<p>No action needed.</p>
<p><b>Agenda Item:</b> Mission Statement</p>	<p>Tim Finn, Michele Willert and Genie Potosky volunteered to draft a mission statement for the ICC at the summer retreat. They submitted the following draft mission statement:</p> <p>“To address the needs of infants and toddlers with disabilities, the ICC will advise and assist with implementing a comprehensive, coordinated early childhood service system.”</p> <p>This final version was created with input from ICC members: “To address the needs of children ages birth to five with developmental delays or disabilities and their families, the Minnesota ICC will advise and assist with implementing a comprehensive coordinated early childhood service system.”</p> <p>Jessica Mattson moved to adopt the final version of the mission statement. The motion was seconded by Nancy Jost. Motion carried.</p>	<p>No action needed.</p>
<p><b>Agenda Item:</b> Ground Rules</p>	<p>ROPES acronym as possible set of rules:</p> <ul style="list-style-type: none"> <li>R – Respect each other’s opinions</li> <li>O – Be open to new ideas</li> <li>P – Participate Fully</li> <li>E – Be enthusiastic and engaged</li> <li>S – Share what you think</li> </ul> <p>A motion to approve ROPES ground rules was made by Mary Ann Marchel and seconded by Roxanne Botz. The motion carried.</p>	<p>No action needed.</p>
<p><b>Agenda Item:</b> Guiding</p>	<p>Judy shared a draft version of a guiding principles document. The ICC reviewed and made suggestions to the work group focusing on bolded language. The ICC was charged to make</p>	<p><b>Action:</b> Judy Swett will revise the guiding</p>

Principles:	suggestions to clarify and condense as appropriate.	principles and share the draft prior to the October ICC meeting.
<b>Agenda Item:</b> Appoint Executive Committee Member	Cathy Nelson-Messer volunteered to serve as a member of the ICC Executive Committee. Michele Willert formally nominated Cathy. Karen Joyer seconded the nomination. The motion carried.	No action needed.
<b>Agenda Item:</b> Establish Operating Procedures Task Force	The operating procedures of the ICC are obsolete and in need of revision. Volunteers were recruited to serve as a work group to update these operating procedures. No volunteers stepped forward.	<b>Action:</b> Judy Swett will send out a current version of the ICC operating procedures document to the ICC members. <b>Action:</b> Lisa Backer, Nancy Jost, and Roxanne Botz will work to prepare a new draft of the ICC operating procedures for future consideration.
<b>Agenda Item:</b> Establish Communications Committee	Judy described the need for a Communications Committee to formalize the protocols for communication from the ICC to the various constituent groups and from those groups to the ICC. Jessica Mattson and Dr. James Moore agreed to serve as this committee.	<b>Action:</b> Jessica Mattson and Dr. James Moore will meet as needed.
<b>Agenda Item:</b> Minnesota State Interagency Committee (MnSIC) and Special Education Advisory Panel (SEAP)	Sue Benolken of the Special Education Policy Division shared information on these two mandated advisory groups. Andrea nominated Michele to serve as the ICC liaison with the MnSIC council. The nomination was seconded by Cathy Nelson-Messer. Motion carried. ICC members were reminded that MnSIC meetings are open to the public so anyone may attend.	<b>Action:</b> Sue Benolken will send information on meeting agendas as a means of informing ICC members.
<b>Agenda Item:</b> Member Updates	MDE/Karen Cadigan: Lisa Backer will serve as delegated member of the ICC representing MDE when Karen is unable to attend due to schedule conflicts. A new online screening coordinator will be added. The Race to the Top opportunity is to connect across efforts and create a cross-agency “bench” and add new expertise to the Early Learning Services team (e.g. assessment specialist, screening coordinator, data policy expert). The framework is the quality rating and improvement	No action needed.

	<p>system that is rolling out over the next four years.</p> <p>Governor Dayton has revived the Minnesota Children’s Cabinet, which includes the commissioners of health, education and human services. A “mini-cabinet” has been created to support the work of the Children’s Cabinet. Karen Cadigan serves on the mini-cabinet with Jim Koppell from Health and Erin Sullivan-Sutton from the Department of Human Services (DHS). Cross agency leadership will focus on three big things: 1) early learning; 2) mental health in the schools; and, 3) most vulnerable populations within complex families receiving multi-generational deep end services. Karen also shared information on plans to use the scholarships within Race to the Top and the state scholarships in partnership with the Minnesota Investment Funds (MIFs).</p> <p>Karen shared information on program improvement efforts within North St. Paul-Maplewood-Oakdale schools and how they are strategically promoting Help Me Grow.</p> <p>Judy Swett reminded ICC members about the national conference of the Division of Early Childhood (DEC) being held in Minneapolis in late October. DEC is offering 25 parent stipends to cover the cost of registration. Please contact Judy directly for information on these stipends.</p>	
<p><b>Agenda Item:</b> Learn the Signs Act Early (LTSAE) Summit</p>	<p>Dr. Pat Salmi of the University of Minnesota Institute on Community Integration (ICI) shared information on LTSAE. Work is underway to align Help Me Grow materials with LTSEA. A summit will be held in November to roll out the materials developed through LTSEA. The summit will be a kick off of this effort. ICI is looking for key representatives from all areas of the state to take materials back to their respective areas. Parents are also encouraged to attend. Some scholarship funds are available to support parent representatives. Judy shared concerns about the ability of parents, especially parents from diverse communities, to meet the expectations for Summit participants. Higher Education was identified as a strong potential partner. Michelle Dockter informed the ICC of actions that have been taken and that are planned to coordinate across Help Me Grow; LTSEA to establish a shared message.</p>	
<p><b>Agenda Item:</b> Minnesota Department of Education (MDE) Updates</p>	<p>Kara Hall Tempel showed members how to find ICC-related information on the MDE website. Lisa Backer announced that Minnesota has been determined to meet the requirements of Part C by the Office of Special Education Programs (OSEP). Kara shared that Minnesota’s Part C application for federal fiscal year (FFY) 2012 has been conditionally approved. Significant work will need to be done before June 30, 2013 to be formally approved for FFY 2013. An Interagency Agreement between MDE and DHS is being finalized to formalize the working relationship and flow of resources to support Part C efforts at DHS.</p> <p>The MDE team shared a clarified message regarding Help Me Grow. “Help Me Grow is Minnesota’s</p>	

	<p>statewide outreach and public awareness initiative under Part C and Part B 619 of the Individuals with Disabilities Education Act (IDEA). State, regional and local agencies use a uniform logo and messages to inform parents, professionals and community members in order to encourage referrals to the early intervention system for those children who are suspected of having a potential disability.</p> <p>Two positions have been posted at MDE to fill behind Lisa Cariveau, who resigned her position as the Help Me Grow Coordinator, and Michele Bedor, who coordinated key aspects of professional development and assessment.</p>	
<p><b>Agenda Item:</b> ICC Work Plan</p>	<p>2012-2013 ICC Work Plan</p> <ol style="list-style-type: none"> <li>1. Revise operating procedures.</li> <li>2. Formalize communications with targeted groups.</li> <li>3. Alignment of Part C regulatory requirements with Minnesota's written policies and procedures.</li> <li>4. Communicate potential funding changes that may result from sequestration.</li> <li>5. Recommend actions in response to the IEIC formative evaluation.</li> <li>6. Workforce shortages in early childhood special education/early intervention and allied professionals and the professional capacity of existing workforce—leveraging opportunities available through the Early Learning Challenge grant and the Centers of Excellence.</li> <li>7. Make sure that the ICC knows about key early childhood activities and initiatives taking place in the state such as “start early funders group”. Early Childhood Special Education (ECSE) is often not adequately represented.</li> </ol> <p>Karon Joyer made a motion to adopt these priorities as the ICC work plan. Roxanne seconded. The motion carried.</p>	
<p><b>Adjournment:</b></p>	<p>Andrea made a motion to adjourn the meeting. This motion was seconded by Cathy Nelson-Messer. The motion carried. The ICC meeting adjourned at 2:28 p.m.</p>	
<p><b>Next Meeting:</b></p>	<p>Thursday, October 11, 8:30 a.m. - 3:00 p.m., MDE Conference Center A, Room 14.</p>	