

**Florida Interagency Coordinating Council
for Infants and Toddlers (FICCIT)**

**Quarterly Meeting
April 21 & April 22, 2009**

8:30 a.m. to 4:00 p.m. – Tampa, Florida

Members Present: Judy Corso, Lorraine Allen, Janice Kane for Phyllis Sloyer, Roni Bader-Tables, Cynthia Fuller, Carole West for Bambi Lockman, Karen Hartz, Lois Maroney, Lucy Morillo, Amanda Moore for Brittany Birken, Pat Grosz, Laurie Blades, and Deborah Russo

Members Absent: Brian Abrams, Patricia Badland, Brittany Birken, Lori Massey, Frank Platt, and Sharon Paul

Non-members Present: , Annalise Campisi, Aimee O'Sullivan, Amanda Moore, La'Tasha Dullivan, Tameka Davis, Jane Wills, Paula Kendig, Kathleen Wiggs-Stayner, Kim Barger, Louise Boothby-Llorente, and Janet Atkinson

FICCIT Business

Welcome and Introductions - Roni Bader-Tables

Discussion: Welcome and Introduction of all FICCIT members.

Conclusion: No Action

Overview of FICCIT and CMS/Early Steps – written report attached at the end of summary notes.

Organizational Structure - Roni Bader-Tables

Discussion: The Executive Committee suggested members consider formation of new committees to suit the needs of this new council. They recommended the continuation of the Executive Committee and the Personnel Development and Training Committee (PDAT). There was discussion regarding the Executive Committee's recommendation that former Committee Chairs receive thank you resolutions and all outgoing members receive certificates of appreciation. There was also discussion regarding the by-laws and need to update/revise them based on feedback from the Governor's appointment office.

Conclusion:

The Council approved the recommendation for the draft report of the previous Family Leadership committee be completed and brought back to the full council for review and action. They voted to disband the membership committee since the governor's office makes appointments based on federal guidelines. The council voted and approved two new committees: Council Outreach and Collaboration. The Executive and PDAT Committees were continued. Council approved the recommendation of a new Ad Hoc Committee to develop procedures/operating guidelines to replace the current by-laws. The four committees will be established with guidelines and operating procedures. Members of the Ad hoc committee include Cynthia Fuller (Chair), Lorraine Allen, Debby Russo, Lucy Morillo and Lois Maroney. A conference call is scheduled for May 22, 2009 at 11:00 am. Additional information is forthcoming. Mission statements will be developed for each committee and voted on by the members for future adoption. Resolutions and certificates of appreciation will be drafted, approved by ESSO and sent out to members.

Draft Family Leadership Committee Report be brought back to next meeting for review and action.	Cynthia Fuller	Next meeting
Draft procedures/operating guidelines for review and approval at next meeting to replace by-laws.	Ad hoc Committee	Next Meeting
Conference call information sent to Ad hoc committee members.	Cynthia Fuller	First week of May
Establish committees (draft mission statements, purpose, guidelines)	Lorraine Allen	Next meeting
Send resolutions to former FICCIT Chairs and certificates of appreciation to former FICCIT members	Jane Wills	ASAP

Early Steps State Office Update – Janice Kane, written report attached at end of summary notes.

Orientation Meeting for new members - Janice Kane - written report following summary report.

Approval of Meeting Notes– Roni Bader Tables

Discussion: The Executive Committee Chair called for a vote to approve the minutes from the January meeting. Although unable to vote on meeting notes from previous meetings, new members were reminded that an oath of office must have been submitted to the Governor’s office-in order to vote.

Conclusion: Members voted to approve the January Meeting Notes.

Action	Person(s) Responsible	Date Due
Post January Meeting Notes to the web.	Tameka Davis	ASAP

Status of Action Steps – Roni Bader-Tables

Discussion: Status Report was reviewed by the Executive committee members with a recommendation that all old actions from previous meetings be deleted and only the action steps from the last meeting be listed.

Conclusion: Future status reports will include actions from most recent meeting.

Committee Reports

Personnel Development and Training – Judy Corso

Discussion: More accountability is needed for Infant Toddler Developmental Specialists who begin working as Early Steps providers after having completed the Virtual ESE coursework when the coursework has been funded by the state office. There are still significant challenges in the process required for new providers attempting to enroll in Early Steps. Written report attached, titled Personnel Development and Training Committee Meeting Notes.

Action	Person(s) Responsible	Date Due
When a provider finishes each ITDS course, they will be required to work a certain number of hours if the coursework was funded by the state office (taking into consideration individual circumstances).	ESSO	
A minimum of one and one-half to two days of the CMS Statewide meeting in August be devoted to Early Steps operational issues.	Judy Corso	June Meeting
Development of a hard copy of the Provider Enrollment Handbook including the following four sections: licensed, non-licensed, ITDS, and interpreters - including all the necessary	ESSO	

documents to complete an application.		
Provider Enrollment Handbook discussed in previous action step, to be available on Children's Medical Services' website and made available to local offices.	ESSO	

Agency Updates

Local Early Steps Group – Dr. Louise Boothby-Llorente, Gulf Central Early Steps – written report is attached at the end of the summary notes.

Agency Updates – Carole West, Department of Education Report - written report attached at the end of the summary notes.

Agency Updates: - Debby Russo, Department of Children and Families, Office of Family Safety– written report attached at the end of the summary notes.

Agency Updates: - Laurie Blades, Department of Children and Families, Mental Health – written report attached at the end of summary notes

Agency Updates: - Agency for Persons with Disabilities – No report

Agency Update: - Agency for Health Care Administration – No report

Agency Update – Amanda Moore – written report attached at the end of the summary notes

Agency Updates: - Cynthia Fuller, Department of Insurance – written report attached at the end of the summary notes

Public Comments

Pat Grosz for Ellie Schrot – Contract service requirements are not being met because providers are not getting enrolled.

Meeting Adjourned

Upcoming FICCIT Quarterly Meetings

2009

June 23-24, 2009 – Tallahassee, Florida

September 22-23, 2009 – Orlando, Florida