

Governor's Interagency Coordinating Council (ICC) Meeting Minutes January 13, 2017

Attendance

Members: Tina Fredrickson, Becky Crane, Sue Ewy, Mai Chang, Fatima Molas, Katherine Meerse, Catherine Wright, Dr. Gigi Chawla (via phone)

Members Not present: Melissa Davis, Bobbie Burnham, Roberto Reyes, Ruth Ann Rosenwinkel, Maya Nishikawa, Julie Sjoldal, Mary Ann Marchel

Staff: Kara Tempel

Guests: Tammy Queensland Region 10, Katie Gag Region 9, Holly Schoenbauer Region 10, Kelly Monson

Tina Fredrickson, filling in as Chair, called the meeting to order 9:21 a.m. Introductions were made.

January 2017 agenda approval

The agenda was approved with two additions. Catherine Wright requested to give an update on the DC: 0-5. Added a discussion of the length of the meeting to the end of the agenda. Sue Ewy moved to approve the agenda and Mai Chang seconded.

October 2016 minutes

The Committee took time to review. Mai Chang moved to approve and Katherine Meerse seconded. Approved as written.

Public Comment Period

No guests attended to participate in the public comment period.

New Business

Mission, Vision and Operating Procedures (Bylaws)

The Committee took time to review the documents.

Per diem and other reimbursement

Statute states that all members who would lose pay as a result of attending the meeting are entitled to the per diem of \$55.00 per day. One member stated that if it would help to increase participation, we should keep the per diem. Current bylaws only have parents eligible for the per diem. Requested to make it more clear in the bylaws. Copy of the [Commissioner's Plan](http://www.mmd.admin.state.mn.us/commissionersplan.htm) (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>) for reimbursement guidelines. Wording of the bylaws is fine but it is more of a training issue (CW). Include amounts for when we do orientation.

Attendance/Membership

We need to stick to the notification provision after two missed meetings regardless of who the member is. It makes establishing a quorum very difficult but non attending members should be notified in writing after two missed meetings. Are there different expectations for parents? Discussed how to make parent members feel more included and engaged in light of a recent parent member resignation. Parent mentors – partner with one of the other state agencies? Include the orientation as a scheduled meeting for attendance purposes. Department of Commerce rep – there used to be one on Minnesota State Interagency Committee (MNSIC) – they govern private insurance. There are also agencies that cover multiple departments. Personal connection when a member misses a meeting? Who would do this? What needs to be addressed in the bylaws as procedures and where does process need to be included? Look at required membership and have more than one representative from the Department of Human Services (DHS).

Elected Officers

Language about presiding chair and vice chair – language needs to be cleaned up.

Action – Kara will look at previous minutes to try to find correct language from previous committee.

Motion to form workgroup to look at and revise operating procedures. Becky made motion and Tina seconded. Passed.

Action – Kara will send out an email to solicit more members and will send out bylaws electronically.

Make changes in tracked changes with questions and comments – bring it back to the March meeting for further discussion. Embed Commissioner's Plan in the document. Tina, Becky, Sue – Tina will lead. People can make comments without volunteering to be on the workgroup.

Subcommittees and Workgroups

Fiscal Subcommittee

This was an ICC approved recommendation from the Fiscal Allocation Workgroup. Becky and Fatima would like to be on this workgroup and Becky is willing to chair the group. It was also suggested that Julie Sjoldal may be interesting in being on this committee due to her questions

and concerns raised at the first meeting of this ICC. There needs to be a Minnesota Department of Education (MDE) rep on the fiscal subcommittee.

Action – Kara will send Becky information from the Fiscal Allocation Workgroup

Previously, workgroups could include outside members but subcommittees could not. There would need to be clarity about conflicts of interest. Subcommittees need to be connected to the bigger ICC and the bigger picture. What does MDE have in their data that would indicate a need for a subcommittee? How is that work helping us to meet our vision and mission? ICC needs to hear from MDE about what subcommittee and workgroup needs are. It needs to be top down as well as bottom up as issues are revealed through the work of the Interagency Early Intervention Committees (IEIC). Does the expanded Help Me Grow (HMG) need to be a larger discussion with this group? YES!! Shya Tran starts Tuesday as the HMG Implementation Coordinator. Fiscal, HMG (hard to reach populations) and possibly a workgroup on workforce development; workgroup on the Comprehensive System of Personnel Development (CSPD). Katherine Meerse willing to be on legislative subcommittee.

Interagency Early Intervention Committees

The IEICs were asked to share about what their biggest take away was from the IEIC workshop in December.

Katie Gag – fiscal code discussion was really helpful; presentations from Tessa Wetjen about the ABCD (Achieving Better Child Development) project and Katy Schalla-Lesiak from the Minnesota Department of Health (MDH). Tessa will share ABCD toolkit to strengthen relationships, connecting back with physicians.

Tammy Queensland – ABCD and toolkit was very valuable and will continue to have conversations around it. Afternoon sharing among regions and how they collect data – what is working and what else do they need to take a look at? She requested copies of the fiscal documents that were shared at the IEIC workshop.

Action – Kara will find links to fiscal documents or scan the documents and send them to the folks at the IEIC workshop.

Tina Fredrickson – She loved the ABCD presentation and the afternoon discussion about data was really beneficial.

Becky Crane – Roberto Reyes' presentation was great – this has been a really hard task for the IEICS, more than she would have imagined.

Expanded Help Me Grow and the Children's Cabinet – Kelly Monson

Children's Cabinet

Kelly shared more about her role at the Children's Cabinet. It involves coordination across departments, up and down, as well as within departments to make sure that different divisions are talking to each other. Talking to stakeholders and partners about early childhood and finding out what the needs and strengths are. Advise the Governor and Lieutenant Governor on early

childhood issues and policies. No program administration. Making progress at the legislature. Governor's budget will be released on January 24. State of the State is on January 23. Initiatives – Expanded HMG, National Governor's Association (NGA) grant to focus on early childhood workforce and compensation (\$12,500.00). Second grant is two-generation policies – working with the Department of Labor and Industry (DOLI), Department of Employment and Economic Development (DEED) in addition to two other agencies; higher education too. Working with four of the transformation zones on the two-generation and also Olmsted County.

HMG is one of their biggest initiatives. Moved to Governor's office since it is such a cross agency effort and to raise the profile of it. It has been in the Governor's budget for the last two years in addition to this year. It has not been funded that last two years. Did not make it through the House last year. Met as state agencies to discuss how to do this with existing funding and resources. There is a lot that Minnesota is already doing that supports the expansion. We are missing the centralized access point (CAP) and this is hard to get funded. MDE hired an implementation specialist to help get this moving along – Shya Tran starts Tuesday, January 17.

National Help Me Grow Forum

Minnesota is hosting the National HMG forum on April 24-26, 2017. Thirty other states will be convening in St. Paul for the forum. We host field trips/site visits and a reception. Minnesota is covering all four components within the forum – healthcare provider outreach, Centralized Access, community and family engagement and data – which is different from some states. We will have four site visits. Other states wanted assistance with marketing and promotion so we will be showcasing Risdall and the Region 11 marketing efforts.

Expanded Help Me Grow Implementation

For implementation, it is hoped that the data component will show us where our gaps are to enable us to make better and more targeted investments. Data system is also an intake system. Details are still being worked out. Looking at both state and private funding. We have some large foundations interested. How can ICC help or be involved? At some point we need to talk about how what we are currently doing will fit with the future direction. Let Kelly know if you have families who would be willing to testify at the legislature, especially those who did not qualify. CW – HMG as subcommittee of the ICC so it gets elevated. Bring together groups who this would touch.

Early Learning Council Update

The Early Learning Council (ELC) is not at the Children's Cabinet. Their first meeting was Monday, January 9, 2017, and they are public meetings. About 30 members with good public attendance. Agendas and minutes moved over to the Governor's Blog. Membership is not on the Governor's blog yet, but it is up on the Secretary of State's website. They will be having monthly meetings for a while to build relationships. Nancy Jost is chairing the committee. There is a developmental (?) pediatrician on the council now. Trying to expand focus of that council to prenatal to age 3, as well as ages 3 to 5. Connect ELC chair and ICC chair for information sharing. It was not possible to combine the two councils for a number of reasons. Suggestions for how to better coordinate the two groups are appreciated. ELC purview is to advise the Governor, Children's Cabinet and the Legislature on children's issues. The ELC was started

under Governor Pawlenty and the original specific charges have been completed. The ELC meetings are the second Monday of the month from 12 p.m. to 3 p.m. Locations may change. Health Partners and Medica Foundation are also on the ELC.

Action – Kelly will send me information to pass on to the ICC.

Annual Performance Report/State Performance Plan (SPP/APR)

Kara shared the results of our Part C and Part B indicators. Discussed possible theories for slippage on birth to age 1 child find. Any slippage needs to be explained by the state to the Office of Special Education Programs (OSEP).

We had a discussion around the family outcome process. Are there any changes anticipated. One suggestion was to use a third party to interview the family in their native language, where needed.

The ICC Chair needs to sign the certification form that the APR report serves as our report to the Legislature. Katherine Meerse made a motion, Catherine Wright seconded and the motion was approved to send the certification form to Ruth Ann for her to print, sign and return it to MDE.

Additional Agenda Items

DC: 0-5

Providers had been using the DC: 0-3 and it has been updated to be the DC: 0 through 5. There will be updated trainings over the next three months for those who have already been trained. It is now required for any child on Medicaid and it covers all diagnoses for kids under the age of 6, including Autism. Also looks at “pre-autism.” The other manual only went up to age 5. The new manual may be required to be used within 18 months.

IEIC Agenda Item

Topics tied to the subcommittees – finance, outreach efforts – changing outreach efforts to 0-1 based on child find data. Struggles with budget – where are IEICs struggling? Does decline in birth to age 1 match where the child find focus has been emphasized? What were your outreach materials that year and should we be looking at that?

Length of Meetings

Discussed extending the length of the meetings for both meeting content as well as allowing for time for subcommittees and workgroup. The Executive Committee will discuss it.

Motion to adjourn made by Sue Ewy and seconded by Fatima. Approved and meeting adjourned at 1:36 p.m.