

## **Governor's Interagency Coordinating Council (ICC) Meeting Minutes March 10, 2017**

### **Attendance**

**Members:** Bobbie Burnham, Gigi Chawla (via phone), Becky Crane, Sue Ewy (via phone), Tina Fredrickson, Maya Nishikawa, Roberto Reyes, Ruth Ann Rosenwinkel. Julie Sjordal, Jenny Roth (proxy for Catherine Wright)

**Members Not present:** Melissa Davis, Mary Ann Marchel, Katherine Meerse, Fatima Molas,

**Staff:** Kara Tempel, Shya Tran, Lisa Backer

**Guests:** Tammy Queensland Region 10, Steve Milam

Quorum established at 9:05 and meeting called to order by Ruth Ann Rosenwinkel

### **March 2017 agenda approval**

One change from the original agenda was made to allow for a discussion of the State Systemic Improvement Plan (SSIP) by Lisa Backer. Tina made a motion to approve the agenda, seconded by Julie Sjordal. Agenda approved.

### **January 2017 minutes**

No discussion. Tina motioned to approve the minutes as presented, seconded by Mai. Approved as written.

### **Interagency Early Intervention Committees – Introduction of ICC members**

Kara Tempel shared information about the ICC appointment process. ICC members introduced themselves in more detail by providing the following information:

- Name
- Stakeholder Group
- Interest in the ICC
- Role in your agency, if applicable
- Experience or background with early childhood

Bobbie Burnham, Director of Early Learning Services (ELS), MDE – She has been in ELS for five years and came to ELS from the Commissioner's office. She has Early Learning through grade three expertise. She oversees all early learning programs and early childhood special education (ECSE) at the Minnesota Department of Education (MDE). She wanted to be on the ICC due to her limited background with ECSE.

Mai Chang, advocacy representation and parent of four children – one with in Individualized Education Program (IEP) and one with an Individual Family Service Plan (IFSP). She has worked as an advocate at the ARC Greater Twin Cities and that made her want to learn more about kids with disabilities. Mai is chair of the Region 11 Interagency Early Intervention Committee (IEIC). She is learning more about how the system works.

Jenny Roth, Minnesota department of Human Services (DHS) – representative proxy for Catherine Wright. She is the Part B Coordinator for Third Party Billing at DHS, representing state Medicaid programs.

Maya Nishikawa, Provider, Osseo Public Schools – this is her second term on the ICC. She is a birth to three teacher in Osseo and also serves on the evaluation team. A previous ICC member had invited her to apply as a parent of a child with a severe disability. She got a lot out of the program when her daughter was in it and decided to change careers. She has been in Osseo for six years and was a long term substitute in three other districts. Her daughter was in the St. Paul Public Schools. She is very invested as a parent and everything the ICC talks about affects her on a daily basis.

Roberto Reyes, MDE State Homelessness Coordinator – his role includes providing homeless education for McKinney Vento, training and technical assistance to district homeless liaisons, collaboration with ELS, increasing scholarships for homeless families, and working with navigators to train on the definition of homelessness. He is working to increase participation from homeless families. He has two young girls of his own.

Julie Sjordal, Community Provider, St. David's – Julie is trying to figure out how to contribute to this group and be a voice outside of education programs. St. David's is a children and family service organization with roots in early childhood education. They provide a range of services for early childhood. They have co-located services and interface with public schools but they are not a district funded program. St. David's also offers services for adolescents and adults with special needs.

Tina Fredrickson, provider representative, Northland Learning Center – Tina is also a member of the Region 3 IEIC and brings a rural perspective. She has a background in deaf and hard of hearing services. She applied to be on the ICC to be a voice for all of those entities.

Becky Crane, Special Education Coordinator, Duluth Public Schools – Becky went to school in Duluth, worked only for Duluth and only in early childhood. She has a passion for early intervention and services beyond special education. Looking at how rural touches larger areas and looking at what they do and don't have is interesting to her.

Sue Ewy, Minnesota Department of Health (MDH) – Sue is currently the Public Health Nurse Consultant for Family Home Visiting in the west/central and south/west region of the state. She

has previous experience on the ICC as she often was the proxy for Barb Dalbec, MDH's previous appointee to the council. Sue has had over 30 years' experience with the maternal/child health population including children and youth with special health needs at the local and the state levels.

Dr. Gigi Chawla, Pediatrician – Dr. Chawla is a Pediatric Hospitalist and a Pediatrician at Children's focusing on complex health care needs. She is a medical director for 14 primary care clinics across the metro area.

Partnering with ECSE at the local level. Joint home visits. Became a consultant for Children and Youth with Special Health Needs (CYSHN) for Region 4 and then was at MDH. Attended as a proxy for the previous ICC member from MDH and then decided to apply. Sue is now in greater Minnesota working with Family Home visiting, which impacts this age group.

Ruth Ann Rosenwinkel, Special Education Director, Mankato – Ruth Ann is the Assistant Director of Early Learning in Mankato but represents the Directors of Special Education. There are very few directors have a background in ECSE. She is an ECSE teacher by background in birth through age 2, ages 3 to 5, elementary Developmental Cognitive Disabilities (DCD) and an assistant director of special education. ECSE and early childhood, Early Childhood Family Education (ECFE), Pre-Kindergarten are now all combined and she oversees all of that. This is Ruth Ann's second term on the ICC.

## **Help Me Grow (HMG) Expansion**

Shya Tran, Help Me Grow Implementation Coordinator, introduced herself to the ICC. Shya (pronounced "Shy") returned from maternity leave in January; she worked in the charter center at MDE prior to this position. Developed and implemented the authorizer system in Minnesota (oversight of charter schools). She has been a preschool teacher and an at-risk youth counselor in Hawaii. At the University of Hawaii at Manoa she worked on a grant in emergency preparedness on initiatives to better prepare disadvantaged communities in the event of a disaster.

Shya shared the successes of current referral system over the past five years – IEIC restructure, online referral system, HMG marketing campaign, and a significant increase in referrals through HMG. Maya stated that the child protection referral policy could also be accounting for the increase. The current system serves a singular purpose really well but there is a 'dead end' for kids if they are not eligible for services. The system needs to be able to connect kids who need services to the other services that also exist. Shya stated that her role is to navigate the interests of the three departments. Vision – need to secure funding – the governor is supportive and there is a line item in his budget – \$3 million dollars for the biennium – the expansion effort will move forward regardless of funding. There are four components of the HMG system – centralized access point (CAP), data, family and community outreach and physician outreach. The focus will be on CAP and data, initially.

The Help Me Grow National Forum is scheduled for April 24-April 26, 2017 – MN is hosting this year. Tina asked who all from Minnesota is attending. National has given Minnesota a cap of 60 attendees and that is just because we are host – other states are not able to send participants

outside of their implementation team members. MDH invited 20 health care practitioners and other key community stakeholders. There is a reception that others may be able to attend but there will be more to come on that. The reception is at the Science Museum and they are highlighting the current race exhibit. Minnesota, as host, is in charge of the first day – site visits and reception. Shya reviewed the four site visits. There is a Plenary on the last day – social determinants of health. Julie asked what opportunities we have as a council to be helpful and make engagement with community members. Should there be a Subcommittee for HMG on the ICC? Shya stated that there will be opportunities to come together as a state – last day of the forum will provide an opportunity for state attendees to debrief. HMG subcommittee will be needed it is just too early now. We will move the discussion of an HMG subcommittee to that part of the agenda in the afternoon.

ACTION: Agenda item for June – feedback from the HMG forum.

Shya is working on a clear work plan and wants something to propose to the ICC first.

Mai stated that it is important to hear the voices of parents who have gone through the system. Cultural piece is very important. Wants the HMG subcommittee to discuss those issues.

There is a desire to build a system for families that is easy to use and culturally responsive. Discussed the components and Shya's thoughts of what it is going to look like and how to proceed. Shya reiterated that it is exciting that we are moving ahead regardless of funding. Kids cannot benefit from services they do not receive.

Please [email](mailto:shya.tran@state.mn.us) Shya with any questions (shya.tran@state.mn.us).

## **ICC By-Laws**

Tina reviewed the ICC by-laws on behalf of the work group. Discussed membership.

ACTION: Bobbie will check with the new Indian Education Director at MDE about applying for the ICC.

Discussion about public comment period and participation by non ICC members. Public Comment needs to be separate from the non-ICC member discussion. Suggestion to allow ex-officio members to have a voice but no vote – ex-officio can be parents and IEIC members. Julie asked if the number of ex-officio members should be limited. Sue commented that it should be up to the Executive Committee.

The workgroup will compile all of the requested changes and resend the documents to Kara to allow for enough time for the ICC to review prior to the June meeting. By-laws will be voted on at the June meeting.

## **Comprehensive System of Personnel Development (CSPD)**

Kara gave a brief update on the state efforts to develop and implement a CSPD for young children with disabilities and the providers that serve them. This is an intensive technical assistance effort being provided to Minnesota by the Early Childhood Personnel Center (ECPC)

out of the University of Connecticut. The meeting of the Strategic Planning Team is scheduled for March 22, 2017. Mai Chang is attending the meeting representing the ICC and parents. More information about the CSPD efforts will be shared at the June 2017 ICC meeting.

Maya stated that there are a number of professional development efforts occurring at the state and school district levels.

## **July Retreat Discussion and Future Meeting Dates**

### **ICC Retreat**

The ICC discussed possible retreat topics – team building and grounding, expanded Help Me Grow, cultural issues, reviewing the history of the ICC and the system as a whole.

Julie stated that retreats outside of meetings are to get us thinking bigger, collaboration – who are we representing and how can we use a big thinking day to bring in diversity, cultural planning groups, etc.? Look at data by region to see who our kids are. Child find and what happens in the educational process to get families on board with intervention and how do we get families on board with intervention? Early Intervention vs. early intervention.

A suggestion was made to form a workgroup to come up with topics and help plan the day.

ACTION: Kara will send out an email to recruit members for this workgroup. Julie Sjoldal volunteered to be on the committee.

Possible retreat dates could be July 20, 2017 or July 27, 2017. Note – Kara is out of the state at a Federal conference through July 19, 2017.

### **Future ICC Meeting Dates**

June 9, 2017

September 29, 2017

January 12, 2018

March 16, 2018

June 8, 2018

October 12, 2018

## **Federal Fiscal Year (FFY) 2017 Part C Application**

Kara reviewed the FFY 2017 Part C application in detail with the members. Tine Fredrickson asked that I change the name of Northland Special Education Cooperative to Northland Learning Center, which is the legal name of the center.

ACTION: Kara will find and send copies of the Part C policies, including the System of Payments Policy.

## **State Systemic Improvement Plan (SSIP) Discussion**

Lisa Backer came and shared the SSIP with the committee. She provided handouts of the logic models describing our priority activities.

## **ICC Workgroup and Subcommittee Discussion**

Maya stated that there had been a communications committee – do we want to continue it to address ongoing issues of IEICs connecting to communities? What is the relationship of the ICC to the IEICs? How does this relate to the ICC's vision and mission?

Possible subcommittees and workgroups include Legislative (defer), Fiscal, Retreat, Communications, HMG, By-Laws (up and running), Personnel/Workforce Development (defer). Need to prioritize. It was suggested that we move communications into the HMG subcommittee

Subcommittee vs workgroup? Workgroups would be short term and for a specific purpose and the Subcommittees would be ongoing.

ACTION: Kara will get input from the IEICs on Wednesday about what if any guidance or assistance from the ICC would be needed?

Categories – operating procedures, budget, outreach to hard to reach populations. SEND OUT AHEAD OF TIME. Use the information to inform formation of subcommittees or workgroups or to make recommendations back to MDE to better support the IEICs. By-Laws and the ICC retreat are the short term workgroups.

Motions to have two subcommittees – Fiscal and Help Me Grow (communications will be rolled into the HMG subcommittee) – Tina and Sue moved. Motion passes.

Motions for Two workgroups – Tina and Becky moved. Discussion deadline for the workgroups or is it finished when it is finished. When their work is done the work is done. Retreat group will be done by the retreat and By-Laws will be done by the June meeting.