

FSSAC QUARTERLY MEETING

AGENDA & MEETING MINUTES

Date | time March 26, 2021/9:00 – 11:30 AM | *Meeting called to order by* Chairs Bonnie Ramage and Laura McKee

In Attendance

Council Members: Bonnie Ramage, Laura McKee, David Munson, , Kathy Rich, Patty Butler, Dr Christine Lux, Nicole Goeddel, Abby Harris, Amber Bell, Hollin Buck, Jeannie Keller, Brandi Loch, Patty Butler, Carol Clayton-Bye, Karen Thornton, Laura Christiaens, Kiera Kirschner, Breanne Main

Excused: Danni McCarthy, Cathy Murphy

Absent: Representative Kelker, Daylinda Radley, Leslie Lee, Stephanie Goble

Guests: Kalli Decker, Jennifer Williams, Stephanie Moss, Brittney Tronaas, Brooke Bartholomew, Sherry Franklin, Tressa Atkinson, Chelsey Dotson

State Staff: Sally Tilleman, Sandy Cade, Wendy Studt

Minutes Review

Meeting minutes 1.22.2021: Moved and seconded to approve.

Council Chairs

Welcome and Introductions

- Agenda Review
- Family Story – Chelsey Dotson and Harper
- aRPy Ambassadors: Sandy Cade and Laura McKee

Introduction of Guests

- Sherry Franklin, Technical Assistance Advisor, Early Childhood Technical Assistance Center (ECTA)
- Stephanie Moss, Georgia Parent to Parent Center, Co- Direct Regional Parent Technical Assistance Center, Technical Assistance Advisor, Early Technical Assistance Center (ECTA)
- ECFSD Administrator Jamie Palagi – providing informational legislative testimony today

Presentation: Interagency Coordinating Councils - Sherry Franklin and Stephanie Moss

- **History and Structure of Interagency Coordinating Councils:** IDEA timeline beginning 1986: infants and toddlers are added to the Individuals with Disabilities Education Act (previously focused on elementary and secondary students). The law and regulations require the lead agency have an ICC with members appointed by the Governor with representation from parents, early intervention service providers, and relevant state agencies to advise and assist. IDEA was reauthorized in 2004 and the regulations finalized in 2011.
Effective ICCs may have the following in place: dual focus upon policies and services; problem-solving or action group that includes family members, primary service providers, management representatives;

consistent attendance/representation, equal partnerships among all members, consistent leadership, well-defined goals, group cohesiveness, established meeting procedures and times, set agenda.

Meeting requirements: ICCs must meet at least quarterly. Meetings are publicly announced and are open and accessible. This may include interpreters for persons who are deaf or hard of hearing or include other necessary accommodation services that be funded by the Council's appropriation from the State's grant. Panel members serve without compensation but should be reimbursed for reasonable and necessary expenses for attending meetings and performing duties. Official minutes must be kept of all council meetings and must be made available on request. The ICC submits an annual report of advice and suggestions to the State Lead Agency and the Governor.

- **Roles and Responsibilities of ICC Members:** The Council's role is to give advice, to inform, to counsel, to recommend, to suggest, to guide the lead agency, Department of Public Health and Human Services, regarding a comprehensive early intervention system. Council members advise and assist the Department on behalf of the group the member represents providing for different perspectives based upon the member's role on the Council.

The Council may advise and assist the lead agency and the State Education Agency regarding

1) the provision of appropriate services for children from birth through age five.

2) the appropriate agencies in the State with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families regardless of whether at risk infants and toddlers are eligible for early intervention services in the State.

Functions of ICCs may include: Advise and assist the lead agency in developing policies; identifying fiscal resources and other support; promoting methods of collaboration; preparation of applications; achieving full participation of all appropriate private and public agencies; taking steps to ensure policy problems are resolved.

Recommended ICC activities: Developing Council by-laws and operating procedures; establishing annual priorities; providing and orientation and planning meetings; developing an annual report; ongoing and annual review of committee achievements; involvement in the State APR and SPP; knowledge and understanding of the State's Level of Determination.

What are some activities an ICC might undertake? Information exchange, public awareness, screening and identification, case management, referral and transition, program delivery, parent involvement, staff development, program evaluation. Montana actions: Adopting the DEC's Recommended Practices for Montana Milestones, increased parent representation, stakeholder group for target setting, SSIP and outcome focus, videos to learn about early intervention, increased collaboration with MT Empowerment Center, and build tribal membership.

Strategies to support new members: Assign a mentor, mini orientation before each meeting on what to expect from the agenda; follow-up after each meeting to answer questions, listen to concerns, invite parent/family members to coffee, lunch, dinner when at meetings.

Advise and Assist Functions vs. Advocacy:

Advising and Assisting: ICCs may facilitate development of interagency agreements by representing the member's stakeholder group – bring and share information, be aware of and communicate about potential collaborative opportunities, attend, and participate in meetings.

Not advising or assisting: to argue; to wear only their personal hat, to lobby, to support something, to plead your case or position, to favor a position.

To assist: to help, to support, to second, to attend, to aid.

To advise: to give advice, to inform, to counsel, to recommend, to suggest, to guide.

Part C program staff supports the ICC in carrying out their functions and responsibilities, assists in identifying ICC priorities and goals, serves in an ad hoc capacity; non-voting member, reports on

topical, state, regional, and federal issues, and priorities, provides a state of the state report at ICC meetings.

Patty Butler presented on the Governor's Council Member Handbook which describes advising and assisting as well as information on advocacy and lobbying.

Presentation: What is Consensus Decision Making? Jamie Palagi and Patty Butler

- Understanding the principles of consensus decision making
- Understanding the benefits of using a consensus process
- Finalize a decision
- Understanding what it means to give consent
- Outlining what needs to be decided
- Applying the final decision rule and making a recommendation

Actions

- Development of Ground Rules:
Bring a list of 5 or six typical ground rules to the next meeting. The facilitator will poll to determine the set of rules. Suggestions on how to engage and promote understanding of issues as well as gather opinions of all members. Different suggestions when using a virtual platform.
- Review of FSSAC Strategic Plan
- Break-out Groups: Goals 2 and 4
 - ✓ Reporting from Groups
 - ✓ Strategic Plan Next Steps: ensure representation on the different work groups. Discussion of including non-Council members in work groups.
 - ✓ The By-laws need reworking and a work group will be developed.
 - ✓ Explore Chair requirement: must it only be a parent, or may we expand to include other Council members as Chairs?
 - ✓ Create an acronym dictionary for new members.

Public Comment

Member Nicole Goeddel shared a recommendation to create an acronym dictionary.

Meeting adjourned at 11:30.

Next Quarterly Meeting

June 11, 2021, 9:00 – 11:30 AM

Agenda topics:

- ✓ Ground Rules: Bring a list of five or six typical ground rules to the next meeting.
- ✓ Strategic Plan Next Steps: Ensure representation on different work groups. Discussion of including non-Council members in work groups.
- ✓ Work Group Session for Goals 2 and 4
- ✓ Reporting from Groups
- ✓ The By-laws need reworking and a work group will be developed.

- ✓ Explore Chair requirement (related to By-laws review): must it only be a parent, or may we expand to include other Council members as Chairs?
- ✓ Create an acronym dictionary for new members.