

FSSAC Meeting Agenda and Minutes

FSSAC Quarterly Meeting		
9.22.2017	8:00 AM - 11:00 AM	2712 Billings Avenue, Helena, MT 59601
Meeting called	FSSAC Chair and Part C Coordinator	
Type of meeting	Quarterly Meeting	
Facilitator	Chair Laura McKee	
Note taker	Wendy Studt	
Attendees	Members: Meaghan Kolar, Jody Jones, David Munson, Laura McKee, Rebecca Richards, Hollin Buck, Kari Hoover, Cathy Jury, Dr. Christin Lux, Cathy Murphy, Patty Butler, Amber Bell Guests: Diane Navarro, Kalli Decker, Carol (MSDB), Caitlyn Paterc, Teri Lilletvedt, Tess Gill, Sandi Hursh	
Message from the	Chair: Welcome; Family Story; why are you here?	
8:00 - 10:00	Laura McKee	

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<p>Discussion</p>	<p>Laura welcomed the FSSAC members and guests. She reflected upon lessons learned the previous day during orientation for the participation of members and guests. The sign in sheets now recognize guests as separate from the FSSAC members. Guests are provided opportunity to share comments during the public comment time allocated on all future agendas. Laura asked those in attendance to be introduced and identify why he or she is a member or guest of the FSSAC.</p> <p>Following introductions, Moriah Cochran shared her family's early intervention story via WebEx. She encourages us to learn more about Hands and Voices, mthandsandvoices@yahoo.com. Diane Navarro joined the FSSAC members in person to share her family's early intervention story. Diane has submitted her application for Parent Representative of Region 5 on the Council.</p> <p>A component of the morning was spent discussing the fiscal crisis in Montana and its impact on Montana Milestones/Part C Early Intervention Program. A committee was formed including Representative Jean Price, David Munson, Hollin Buck, Meaghan Kolar, Kari Hoover, Cathy Jury, and Dr. Lux to respond to Director Hogan's "Dear Stakeholder" letter encouraging a discussion around:</p> <ul style="list-style-type: none"> • How do we retool our current system to serve vulnerable populations with the limited dollars? • How do we better support families, children, seniors and individuals with disabilities? • How can we partner together in the future? • What suggestions do you have to improve how public health and human services are delivered in Montana? <p>The FSSAC Committee identified a date to meet via electronic means, September 26, 2017. Wendy will arrange a meeting date with Director Hogan for the Committee. That meeting is scheduled for October 20, 2017 from 9:00 to 9:30 AM at 111 North Sanders, Helena, MT in Room 306. Members of the FSSAC are encouraged to volunteer to be a member of the FSSAC Committee. If you are interested in doing so, please contact the Part C Coordinator, Wendy Studt, at wstudt@mt.gov or 406 444 5647.</p>	
<p>Conclusions</p>	<p>The FSSAC Committee members are committed to meeting, discussing Director Hogan's letter, and identifying ways to retool MT Milestones/Part C Early Intervention system with the limited dollars available along with ideas for better supporting families, children, seniors, and individuals with disabilities. This may include ideas on how the FSSAC may partner in the future to improve how public health and human services are delivered in Montana.</p>	
<p>Action Items</p>	<p>Person Responsible</p>	<p>Deadline</p>
<p>Arrange meeting time with Director Hogan</p>	<p>Wendy</p>	<p>ASAP</p>
<p>Parents and the FSSAC</p>		

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OVERVIEW OF BYLAWS, PARENT ROLE, DEVELOP ACTION PLAN FOR PARENT RECRUITMENT		
10:15 - 10:45	Laura McKee	
Discussion	<p>In reference to the orientation training received the previous day, Laura shared copies of the FSSAC's by-laws, a copy of the MT Milestones FSSAC page located on the DPHHS website, and a copy of the document entitled <i>A Primer for State Interagency Coordinating Council (ICC) Members and Lead Agency Staff (2017 revised)</i>. As Laura reviewed the needed membership for the FSSAC, it is noted that Regional Parent Representatives from Regions 2 and 3 are filled. The remaining four are vacant and have been for some time. Diane Navarro has applied to represent Region 5. The current recruitment efforts to obtain regional parent representation are ineffectual. Brainstorming was conducted to identify different means:</p> <ul style="list-style-type: none"> • Attaching information about the FSSAC to Family Surveys. • Targeted social media by individual agencies using the MT Milestones logo and branding of early intervention services. • Parent training as presented by Rebecca Richards (document to be shared with FSSAC members via email). This training is best suited to face to face instruction; however, Rebecca is willing to present information via electronic means to better reach the targeted audience – families from all regions. 	
Conclusions	<p>Different means of recruiting Regional Parent Representatives need to be identified to ensure their participation on the Council. The branding for Montana Milestones/Part C Early Intervention Program needs to be a part of every contractor's presence. Families should be offered the opportunity to participate in training to learn about their roles as advocates for their children and the means to advocate locally, state-wide, and nationally.</p>	
Action Items	Person Responsible	Deadline
Virtual Training to be offered January 25, 2018 from 9:00 to 4:00.	Rebecca Richards	11/1/17
Contracted agencies will identify means to label <i>MT Milestones/Part C Early Intervention Program</i> as the program the contractor is authorized to provide to infants and toddlers with disabilities and their families.	Identified personnel (named by contracted agency) from each contracted agency providing Part C early intervention program in Montana.	Reporting 1/26/18
Committee to be formed to determine ways to include FSSAC representative information in the Family Survey.	Wendy Studt	1/26/18

FSSAC AND SPECIAL EDUCATION ADVISORY PANEL ORIENTATION TRAINING RECAP

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10:45 - 10:50		Laura McKee	
Discussion	Consensus from the FSSAC members present during the Orientation agreed the training was beneficial and should be replicated with consistency in the future.		
Conclusions	More emphasis on orientation should be included in a timely manner to ensure understanding of the roles and responsibilities of the FSSAC and its membership. Additionally, deeper understanding of the by-laws will aid the membership in performing their duties.		
Action Items		Person	Deadline
Review <i>A Primer for State Interagency Coordinating Council Members and Lead Agency Staff, 2017 (revised)</i> .		Laura McKee	1/26/18
Montana's State wide Systemic Improvement Plan and OSEP's response			
10:50 - 11:00		Wendy Studt	
Discussion: OSEP's positive response to Phase III of Montana's State-wide Systemic Improvement Plan was reviewed briefly.			
Conclusions: Over the next few months, current contracted agencies will be required to submit additional data regarding identified improvement strategies for Phase IV of the SSIP report.			
Action Items		Person	Deadline
Wendy will request specific data analysis from each individual contracted agency to determine the impact of each improvement strategy to be reported to OSEP in March 2018.		Wendy Studt	Beginning November 2017 through February 15, 2018.
Next meeting date: VIRTUAL MEETING Friday, January 26, 2018:			
<ul style="list-style-type: none"> • FFY 2016 Annual Performance Review (all indicators including FFY 2015 remediation) by State and by contracted agency. • SSIP data collection and analysis for Phase IV • Part C Application Status for FFY 2018 • Report on Family Training • Recruitment reporting for Parent Representative Vacancies including reporting from contracted agencies on status of branding for MT Milestones/Part C Early Intervention Program • <i>A Primer for State Interagency Coordinating Council Members and Lead Agency Staff</i> • Nominations for Chair and Co-Chair (parent roles) • Report from FSSAC Fiscal Committee • Formation of FSSAC Family Survey Committee • Public Comment for Guests 			