Minutes: Early ACCESS Executive Committee Meeting

**Date, time, and place**
Wednesday, July 7, 2010
12:00pm-2:00pm
Grimes State Office Building, 3rd Floor, 3 South Conference room

**Attendees**
Present: Debra Waldron, Julie Hahn, Jeff Anderson, Gina Greene, Jane Borst, Gretchen Hageman, LauraBelle Sherman-Proehl
Kelly Hancock and Mary Stevens via conference call
Staff: Julie Curry, Marion Kresse, Rae Miller, Meghan Wolfe, Angi Walker
Not attending: Carrie Sodders

**Meeting start; Approval of previous minutes**
Kelly Hancock

Introductions were made by those in attendance.
Quorum was established.

**Action:** LauraBelle Sherman-Proehl motioned for approval of the Minutes of the April 7, 2010 Executive Committee meeting, a second motion was made by Debra Waldron; the minutes were unanimously approved as submitted.

**Lead Agency Update**
LauraBelle Sherman Proehl

At the Signatory Agency (SA) meeting, members spoke about American Recovery and Reinvestment Act (ARRA) dollars. Those present at the SA meeting went through obligated funds for each agency. There is still some funding that needs to be obligated.

The Memorandum of Agreement (MOA) Action Plan and Work Plan were reviewed; the SA liaisons have worked to determine what steps are necessary to make the Action Plan activities possible. The next meeting will concern reviewing assignments and activities to ensure that Action Plan goals are achievable.

Julie Curry shared that the Department of Education (DE) received a determination from the Office of Special Education Programs (OSEP), and received a rating of “meets requirements”, which is the top determination. The DE was commended for their high performance in the national indicators.

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Kelly Hancock

Four Priority Strategy areas were identified at a previous Council meeting. The full Council voted for the priority area they would like to emphasize in upcoming years.

Priority Strategies:
1. Early ACCESS uses data-informed decision-making for state and local system improvement.
2. Early ACCESS has the capacity to identify eligible children.
3. (tie) Early ACCESS has sufficient financial resources needed for current and anticipated growth of early intervention service system.
4. (tie) Training opportunities include evidence-informed practices relevant to specific disciplines.

Members discussed the four priority areas, and felt that concentrating on priority area one and obtaining good data would then allow for concentration on the other three priority areas. Members voted unanimously to support priority area one as the main priority on which to focus efforts.

A suggestion was made to hire a facilitator to identify questions from the council. State agencies will be asked to make recommendations on this.

Gina Green

All nominations have been filled for FY 2010-2011 except for the parent representative for the executive committee. The following individuals were appointed by Governor Culver to serve on the ICEA: Robert Anderson, Jeff Anderson, Gladys Alvarez, Michael Bergen, Paula Connolly, Gretchen Hageman, Emily Halls, Nichol Kleespies, Aryn Kruse, and Scott Stran

Staff will work to identify a parent representative to find parent representative for the Executive Committee.

Kelly Hancock

The table below indicates the topic and discussion leader for the August 19, 2010, ICEA Executive Committee meeting.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency update</td>
<td>LauraBelle Sherman Proehl</td>
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<tr>
<td>Sustainability Survey</td>
<td>Julie Curry</td>
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<tr>
<td>MOA Action Plan Update</td>
<td>LauraBelle Sherman Proehl</td>
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<tr>
<td>CHSC Service Coordination</td>
<td>Deb Waldron</td>
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<tr>
<td>Planning the ICEA Orientation</td>
<td>Kelly Hancock/Julie Hahn</td>
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<tr>
<td>Planning the ICEA Meeting</td>
<td>Kelly Hancock/Julie Hahn</td>
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Minutes: Early ACCESS Executive Committee Meeting, Continued

Plan next Executive Committee Meeting 1:50 - 2:00

The schedule for the Executive Committee for the 2010-2011 year is below. The Executive Committee will meet from 11:00 - 1:00 on the dates below; the Signatory Agencies will meet from 1:00 - 2:30 on the same dates.

Jesse Parker Building – Knudsen Room
October 13, 2010
December 8, 2010
February 2, 2011
April 20, 2011
June 8, 2011

FYI - draft Agenda for September 24th ICEA meeting

The table below indicates the topic and discussion leader for the Sept. 24, 2010 ICEA meeting. (Orientation September 23rd evening/dinner) tentative orientation schedule to be sent to Signatory Agencies.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion Leader</th>
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<tbody>
<tr>
<td>Introduce New Members</td>
<td>Kelly Hancock</td>
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<tr>
<td>Family Story</td>
<td>work with Parents as presenters</td>
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<tr>
<td>Election of Officers</td>
<td>Mary Stevens</td>
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<tr>
<td>Recognizing the new ICEA Chair</td>
<td>Kelly Hancock</td>
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<tr>
<td>Executive Committee Report</td>
<td>Julie Hahn</td>
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<tr>
<td>Medicaid 101 - for new members</td>
<td>Jim Donoghue</td>
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<tr>
<td>Lunch / ICEA Committees - need overview of committees prior for new members (include in orientation)</td>
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<tr>
<td>APR Indicator Reports</td>
<td>State Staff</td>
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<tr>
<td>Priority Setting for FY 11- overview</td>
<td>Julie Hahn</td>
</tr>
<tr>
<td>ICEA Committee Reports</td>
<td>Chairs of Committees</td>
</tr>
<tr>
<td>Sharing Activities / Adjourn</td>
<td>Julie Hahn</td>
</tr>
</tbody>
</table>

Adjourn 2:07

Next meeting August 19, 2010, 12:45 - 2:45 PM, Location TBD
Motion - Mary Stevens, second by Jeff Anderson. Unanimous.