



*Division of Disability and Rehabilitative Services*

*First Steps*

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**Interagency Coordinated Council Meeting Minutes  
March 9, 2022**

**ICC members in attendance:** Representative Ed Clere, Gina Doyle, Thomas Fisher, Mariann Frigo, Mark Guyer, Kristi Linson, Nicole Norvell, Jennifer Owens, Sarah Sailors, Angie Vaughn, Erica Deathe (Walker), Stacy Williams, DeAnna Woodruff, Joan Smith (Proxy for Gina Woodward), Kim Van Rooy (replacement for Clare Szpara)

**ICC Members not in attendance:** Karen Carradine, Sara Cummins

**First Steps State Staff in Attendance:** Christina Commons, Maggie McCall, Sondra Tarter, Jessica Tomasino, Connie Young

**Welcome and Introductions**

Mark Guyer, ICC Vice Chair, welcomed everyone to the meeting and attendance was taken. Governor appointments for 2022-2025 members are pending.

The meeting was called to order at 10am and Brandy James, a past First Steps parent, shared her story about her First Steps experience. Her daughter was referred with global delays. She said her services started quickly and the team was amazing. There was great communication between her three therapists, and they all provided great support to her family.

**Approval of January 2022 minutes (Vote on Approval)**

Mark asked the council if anyone had any edits or additions to the January 2022 meeting minutes. There were not additions or edits reported. Thom Fisher made a motion to accept the minutes as written. Nicole Norvell seconded the motion. The council voted to accept the minutes by a vote:

- 14 Yes
- 0 No
- 0 Abstained

The motion was carried.

**New Chair (Voter for Approval)**

Mark asked for a motion to approve Mariann Frigo as the new ICC Chair. Nicole Norvell made the motion to approve Mariann. Thom Fisher seconded the motion. The council voted to accept Mariann as the new chair by a vote:

- 11 Yes
- 0 No
- 3 Abstained

The motion carried.



Thom asked if Mariann could share a little about herself and her experiences with First Steps. Mariann shared she started her agency when there were no services in her area for children over 3 which included her son. She opened Jacob's Ladder and has run the agency for over 20 years.

#### **First Steps Update (Power Point attached)**

Christina Commons, First Steps Director, shared an update about First Steps. She shared that there is new leadership at DDRS. Kelly Mitchell, New DDRS Director and Cathy Robinson, New Associate DDRS Director introduced themselves to the council and shared their past connections. Christina shared how the First Steps Office will use the American Rescue Plan funds (ARP) to invest in its Comprehensive System of Personnel Development and offer Recruitment and Retention Incentive Grants. The EI-Hub has been live for 1 year and Christina provided some data from the first year. The First Steps State office continues to make updates to the state website. On the website you can find new marketing and outreach materials that can be downloaded and used locally. The Indiana Early Intervention Conference has gone virtual. This conference is in collaboration with Infancy Onward and the Early Childhood Center at Indiana University. It will be held on June 9 and 10, 2022.

#### **Strategic Plan**

Christina shared that the ICC Executive Committee has had conversations about inviting someone to come and facilitate a strategic planning session for the ICC. She has reached out to Maureen Greer with Emerald Consulting. Maureen is also the Executive Director of the Infant & Toddler Coordinators Association (ITCA) and knows the national landscape of early intervention and Indiana. Nicole Norvell stated that this would be a good idea as the system has changed over the years and the creation of a plan would be helpful. Rep. Clere asked that the council be aspirational in creating a strategic plan. Thom Fisher also shared the council should look at the existing committees as a resource for the strategic plan. Mark Guyer stated that this information will be taken back to the executive committee and further discussed now that the council has a new chair.

#### **Sub-Committee Work Summary**

##### Advocacy Sub-Committee

Thom Fisher gave the summary for the Advocacy sub-committee. The subcommittee all agree that council members need to meet with legislators to provide them information about First Steps. The committee will work on a document that can be used to send the same message.

##### Fiscal Sub-Committee

Mark Guyer gave a summary from the Fiscal sub-committee. The subcommittee continues to work with the EI-Hub to work on coding issues. They suggested a training to help SPOEs with ED Team documentation in the system so billing is done correctly and will speed up reimbursement.

##### Professional Development Sub-Committee

Katherine Hargreaves gave the update for the Professional Development sub-committee. They continue to look at surveys for the LMS system to streamline but also want to be able to offer individualization to address outcomes around competency and confidence of participants. The committee would also like to gain insight regarding professional development needs from the providers perspective.

#### **Legislative Updates**

Representative Clere stated that the short session had just ended. The 2023 session will be a budget session. Stacy Williams stated that the legislators are very open to conversations about First Steps.

Rep. Clere and his legislative assistant offered to make introductions. He also said Hannah Carlock, with the ARC of Indiana, can also be a resource.

**Public Comment**

Mark Guyer asked if anyone from the public had any comments. No comments were made.

**Adjourn**

Mark asked for a motion to adjourn the meeting. Mariann Frigo made the motion and Thom Fisher seconded the motion. The motion carried and the meeting was adjourned at 12:11pm. The next meeting is May 11, 2022 and will be in person at a location to be determined.

**Minutes were respectfully submitted by Janet Ballard, ICC Staff Support**