

LPCC Oversight Council – Cluster C

5/16/2016

Hand in Hand Agency, Fort Wayne, IN

Time: 9:45am – 10:55am

Meeting participants: Abigail Machmut (SPOE Coordinator Supervisor), Lily Osborn (SPOE Director), Mary Ellen Schreck (PNE – First Steps Coordinator), Nancy Moore (PNE), Tammy Pifer (Brightpoint Early Head Start), Amy Ellis (Homefront), Robyn Culley (Carey Services Early Head Start), Nicole Wysong (ECA Childcare), Britt Smith (Bona Vista), Erica Walker (Family Voices/Parent), Briana Longstreth (SPOE Coordinator Supervisor), Candace Lissinicchia (HCCSC LEA), Clare Mann (1st Kids, Inc.), Kaeleigh Porter (LPCC Coordinator), Donna Driscoll (Hand in Hand)

Chair: Nancy Moore

Vice Chair: Donna Driscoll

Kaeleigh Porter, LPCC Coordinator, welcomed group and introductions were made.

Meeting minutes from the February meeting were reviewed and approved. Donna Driscoll made the motion to approve meeting minutes and Amy Ellis seconded.

SPOE Report: Clare Mann reviewed the Cluster Reports. Donna inquired about the number of children that exit the program at the age of 3. Clare stated that historically about 35% of the children exiting the program qualify for preschool services. The March 2016 Cluster Performance Report was discussed with the council. Kaeleigh stated that we need representatives to sit on council to cover areas that we are lacking. Tammy Pifer, Brightpoint Early Head Start, stated that she has a nurse that can be present for the meetings.

Agency Update: The Fiscal Report was reviewed and Clare reported that the contract end date is April 30th but it was extended to June 30th. The HR Report was reviewed and Lily Osborn stated that the SPOE needed to continue adding more service coordinators because the caseload numbers continued to rise consistently. Lily reported that staff was added in the Marion satellite office to serve Grant County. Tammy asked what positions were currently open and Lily replied that an intake coordinator and a service coordinator positions are open to serve Allen County. Clare stated that this was due to the expansion of the Coordinator Supervisor position and that there are now two in this role.

Assessment Team: Lily stated that there is an Assessment Team meeting on June 2nd and that the team is fully staffed.

Data Review: Lily reported that the State will be coming on June 16th for the quarterly internal file review.

Transition Committee: Kaeleigh reported that everything is going well in both committees.

Child Find Committee: Kaeleigh stated that there have been a lot of late referrals and it was suggested that she should try to reach out to physician's offices to look into possible presentations to help educate staff on timelines. Kaeleigh stated that Brightpoint Early Head Start has an opportunity for expansion of their program and that they will be applying for a grant soon.

Coordinator's Report: Kaeleigh requested to reiterate the Executive Committee members for each county to make sure that everyone was aware. Kaeleigh also discussed the current LPCC Events that have taken place and what she has been doing over the past three months.

New Business: Kaeleigh reported that the SPOE had received a donation from a local family receiving First Steps' services. This money is going to go towards training to benefit the providers that serve the counties that make up the cluster. The council openly expressed ideas on possible trainings and what they felt would best benefit the providers.

Old Business: Kaeleigh reviewed the Complaint Log with the council. There were no questions regarding the log.

Announcements: Tammy Pifer shared a success story regarding a child who had been in First Steps and showed multiple delays. She stated that he has now graduated high school and is being interviewed by Harvard University in hopes of attending. Brittnee Smith stated that there is a Sommerfest 5K coming up this summer. She stated that there are success stories that are shared at event and parent's talk about successful times as well. Brittnee stated that the event takes place on June 25th in Kokomo. Candy Lissinicchia did announce that she will be retiring and that there will be some transitioning happening for Huntington County as they find a new representative to take over the preschool coordinator position.

There were no further questions or concerns. Candy Lissinicchia made a motion to adjourn the meeting and Brittnee seconded.

Meeting adjourned.