



## MEETING SUMMARY January 25, 2013

A regular *public meeting* of the New Jersey State Interagency Coordinating Council was held on Friday, January 25, 2013, at Sunny Days Early Childhood Developmental Services in Manalapan, New Jersey. The meeting was called to order at 11:05 by Joyce Salzberg, who conducted the meeting in the absence of the Vice Chair, Warren Moore.

### **ATTENDANCE** – *Attached*

### **WELCOME/PRESIDER REPORT** – Joyce Salzberg, Acting Chair

Ms. Salzberg welcomed all attendees. At her request, *SICC members and 28 public members* introduced themselves and identified their connection with early intervention.

### **APPROVAL OF MINUTES**

Michele Safrin stated that her attendance at the November 30<sup>th</sup> meeting was not noted in the meeting minutes. Joyce Salzberg also stated that she was not listed as present and had signed the sign in sheet. The minutes will be amended to reflect their *attendance*.

The minutes of the *November 30, 2012* meeting were approved as amended – upon motion by Joseph Holahan, seconded by Michele Christopoulos and unanimously carried – with the notation that the list of attendees was corrected.

### **SICC COMMITTEES**

#### **1. Administrative**

The Committee met this morning prior to the SICC meeting.

- Celine Fortin, Committee Chair, thanked everyone who submitted their profiles. The *new profiles* will be uploaded shortly to the Department of Health (DOH) website, SICC page.

- Dates of the *SICC meetings* which were approved during the November meeting have now been revised. The revised calendar is as follows: March 22, May 17, July 19, September 27 and November 22.
- *Draft 2014 SICC budget* will be presented to the Council during the March meeting and will be voted on during the May meeting.
- Updates to *seven SICC policies* were sent to members via email. It had been discussed during the November Council meeting that members would receive the updated policies and would be asked to vote on approval of the new policies via email. It was later determined that voting by email should be reserved for matters requiring urgent attention and the vote on the revised policies should take place during the January SICC meeting.

Upon motion by Celine Fortin – seconded by Kimberley Peto and unanimously carried – **all seven revised policies were approved** (attached to file copy of minutes).

- The *Attendance Policy* was discussed with the Council, and it was noted that there is a parent member who has been unable to attend Council meetings since being appointed. The SICC Chair will send a letter to the Governor’s Office suggesting removal and replacement with a new parent member. Ms. Fortin will follow up with the Governor’s Appointments’ Office and will find out if there are any existing parent resumes for consideration. If not, Ms. Fortin will inform the SICC that additional parent member applications should be sought.

## 2. Family Support

The Committee met this morning prior to the SICC meeting.

- Patty Ciccone updated the committee on the work of the *REIC family support staff*. The new IFSP forms were discussed within the committee, and it was noted that the new forms may help foster more family outcomes. Tia Dix has been working with Mr. Moore to determine if SICC presentations of an informational nature could be recorded for later viewing by the public.

## 3. Service Delivery

The Committee met this morning prior to the SICC meeting.

- Ms. Salzberg read a portion of the updated *Code of Conduct* to the SICC. The Service Delivery Committee reviewed the draft Code of Conduct during their committee meeting and made several suggestions and comments to the Department of Health (DOH). Once approved by DOH, all practitioners and service coordinators will be required to sign an attestation that they have received and agree to adhere to the standards of the Code of Conduct. The Code of Conduct will need to be included as part of agency orientation.
- The topic of “*EI Home*” was also discussed with the committee and will be discussed in greater detail during upcoming committee meetings.

#### 4. Early Learning Challenge

The Committee did not meet while they await the release of a *Quality Rating Improvement Scale (QRIS)*. Barbara Tkach will bring the information to the SICC when it is ready.

#### NEW JERSEY DEPARTMENT OF HEALTH (DOH)

Terry Harrison, Part C Coordinator, presented the following updates on behalf of the DOH:

- The Central Management Office RFP is moving forward with a *January 31, 2013 closing bid date*. DOH still anticipates an award announcement by the end of March 2013.
- All Council members received a copy of the *Family Cost Participation report* (attached to file copy of minutes). Collections are consistent with estimated revenue, with 2.9 million received as of December (first half of fiscal year). Revenues are on target to meet the \$6 million goal for annual family cost share collections.
- DOH sent an email that included SICC members announcing several *personnel changes within DOH*, including:
  - Alvina Seto resigned as the *Procedural Safeguards Coordinator* (PSG) and will assume a new position with DOH on January 28 as the Family Cost Share Coordinator.
  - Joseph Pargola has been named as the new PSG Coordinator. His starting date is January 28, so there will not be a gap in the transition of the position. The Procedural Safeguards Status Report was shared with the Council.
- The *Annual Performance Report (APR)* and a summary (attached to file copy) were sent out to all members. Ms. Harrison reviewed the draft APR with the Council and answered questions. DOH expects that the APR will be submitted to OSEP by February 1<sup>st</sup>. 2013.

Upon motion by Ms. Christopoulos – seconded by Rachel Badalamenti and unanimously carried – the **Council voted to accept and certify the APR developed by DOH for submission to OSEP. Therefore, the SICC will not be submitting a separate APR to OSEP.**

#### REIC UPDATE

- The REIC update was turned over to Sunny Days Early Childhood Developmental Services for a *presentation on a virtual early intervention services pilot being implementing in two counties* (Atlantic and Camden) in the Southern NJ REIC Region. The pilot was targeted for Atlantic and Camden Counties where there has been practitioner shortages.
- Karen Olanrewaju of Sunny Days provided an overview of virtual early intervention services, and showed a video of early intervention services being provided virtually. There was significant discussion about the benefits and challenges of using virtual services. Six families have currently agreed to receive their early intervention services virtually.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENT**

- *David Holmes*, representing ABCD EIPA, expressed appreciation for the opportunity to participate as a member of the Service Delivery Committee.

**ADJOURNMENT** – 1:13 p.m.

Upon motion by Dr. Holahan, seconded by Ms. Christopoulos and unanimously carried.

**NEXT MEETING**

The next meeting is scheduled for March 22nd at the Sunny Days Early Childhood Developmental Services office in Manalapan.

***APPROVED***

***3.22.13***