

Monroe County Local Early Intervention Coordinating Council (LEICC)

November 20, 2019, 9:30am-11:00am
BOCES 1, 15 Linden Park, Rochester, NY 14625
Meeting Minutes

Contact: Roxana Inscho
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<https://www2.monroecounty.gov/hd-ei-parents-leicc>

Present: Roxana Inscho – Monroe County Department of Health), Nancy Consol – MCDOH, Kristin Kane – MCDOH, Alex Gamcsik – MCDOH, Kim Dooher – Parent & Parents Helping Parents, Brittany Jencik- Parent & Parents Helping Parents, Tracey Taylor – Parent & Step by Step, Beth Grier-Leva – FACE center, Tabitha Corp – Parent, Jennifer Campanella – OT at LEAP, Sasha DiMaria –Jewish family service and Parent, Stephanie David – Common Ground Health, Elizabeth Maxwell – Parent (Called in), Dr. Wyatte Hall – UR, Kristen Rogers – The Childrens Agenda, Tina Carney – Parent, Jody Ellis – Director Bright Start, Diane Weider – Retired EI, Marina Barnum – Parent, Robin Adair – community member, Pete Nebonzy – The Childrens Agenda.

Interpreters: Tracy Winters, Alicia Murphy, and one other interpreter.

I. Welcome and Introductions - (Roxana Inscho) 9:43 a.m.

- Roxana thanked everyone for coming. Attendees individually introduced themselves and their affiliations.
- Tina shared that Elizabeth Maxwell called into the meeting. Phone was adjusted to the middle of the tables and she was able to hear better. She was muted during the meeting and communicated questions via texts to Tina.
- Attendees signed in on the sign-in sheet. Tent card name tags were provided for all attendees. If anyone wishes to speak, turn the card on its side.
- Roxana asked Alex Gamcsik from the county to attend and take notes from today's meeting.

II. Review of Officer Roles (Roxana)

- Bylaws are found on the website:
https://www2.monroecounty.gov/files/health/EI/Parents/LEICC/MC_LEICC_By-Laws.pdf
- Roxana serves as both Early Intervention Officer (EIO) and Special Children's Services Administrator.

- Excerpt from the bylaws pertaining to Officer Roles (Chair, Vice Chair and Secretary):

II. OFFICERS / EXECUTIVE COMMITTEE

A. Election Process

1. The officers of the Council shall be a Chairperson, Vice-Chairperson and Secretary
2. The Council shall make an announcement at least one meeting prior to taking nominations that nominations for Chairperson, Vice-Chairperson and Secretary will be taken at the next Council meeting
3. The Chairperson or the Vice-Chairperson shall be a parent of a child with a disability who received Early Intervention Services as an infant or toddler within 10 years of their election, whenever possible. Nominations of parents (are) shall be particularly encouraged
4. The Chairperson and Vice-Chairperson shall be elected to serve a term of two years with the option of being re-elected for an additional two-year term
5. The Secretary shall serve at least a one-year term
6. The terms for each officer will run on a calendar year with the term commencing on January 1st

B. The Chairperson shall:

1. Have responsibility for the general supervision of the work of the Council
2. Lead Council meetings using a facilitator and time keeper
3. Review meeting minutes with Special Children's Services Administrator (SCSA) and arrange for distribution in the absence of the Secretary
4. Preside over the Executive Committee meetings
5. Appoint the Standing Committee Chairs with input from Council members

MC_LEICC_By-LAWS.doc

Issued: 9/29/99 Revised: 12/28/99, 1/26/00, 5/01, 5/02, 6/04, 1/05, 7/05, 1/06
Last approved and adopted as of: 9/29/04; 7/27/05; 1/25/06

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6. Have power, unless the Council shall have provided for other representation, to represent the Council before the Early Intervention Official or other public authorities, and may request any member or members to appear with him or her in his or her stead
7. Serve on the Executive Committee for a minimum of one year following the end of their term(s)

C. The Vice-Chairperson shall:

1. Perform the duties of the Chairperson in their absence
2. Be a member of the Executive Committee
3. Maintain a current membership roster (including name, address, phone number and e-mail address if available)
4. Review attendance at each meeting and arrange for follow-up with members not attending (unexcused absence) to discuss attendance/appointing another representative

D. The Secretary shall:

1. Prepare typed versions of minutes for Council meetings
2. Submit minutes to the Chairperson and SCSA no more than 2 weeks after each meeting for approval (minutes can be distributed by either the SCSA or Chairperson)
3. Maintain a binder of past minutes
4. Transfer historical paperwork to the new Secretary at the end of his/her term
5. In the absence of an elected Secretary, members of the LEICC will rotate scribing responsibilities

III. Officer Nominations

- Diane Weider nominated Kim Dooher and Tracey Taylor for Co-chairs.
- Kim Dooher nominated Tina Carney and Tabitha Corp for Co-secretaries. Tina accepted the nomination of a Co-secretary position.
- Roxana held a vote of hands for the nominated individuals. Some present raised their hands, some did not. No one counted how many hands were in favor, but it appeared the majority were in favor of electing the nominated individuals.
- There was some uncertainty if the bylaws were correctly used for the voting of officers.
- There was a question if October meeting minutes would be voted to approve. In the bylaws it says yes.
- Minutes to be reviewed by executive committee then disseminated. Per bylaws- approved at next meeting by the group.
- Tina Carney: We could have more than quarterly meetings. Bylaws state quarterly meetings are the minimum. Previous notice was given via email from Roxana for nominations, but not specifically for a vote.
- Discussion regarding time of meeting- hard to get all people together. Subcommittees can meet separately in between meetings at their convenience. Will keep LEICC meeting dates/ times the same but subcommittees will meet at times convenient for the group members.

IV. Membership

- Tracey asked if it was discussed at the October meeting what a member was. It was not.
- Roxana said there is a membership form that can be shared with the email list. She is still piecing together who is a member.
- The sign-in sheet was sent around the table for attendees to indicate if they were interested in being a member.

- Excerpt from the bylaws pertaining to Membership:

III. MEMBERS

- A. The Council shall consist of the following members appointed by the LEICC-EC and approved by the Early Intervention Official:
1. At least four parents of children with disabilities age birth through twelve years of age
 2. At least three providers of early intervention services
 3. At least one child care provider or representative of child care providers
 4. The chief executive officers/administration or their designees of the municipalities' Departments of Human Services, Public Health, Social Services, health and mental hygiene and a representative from the local developmental disabilities services office
 5. A representative from one or more Committees on Preschool Special Education of local school districts in the municipality
 6. Other community representatives as determined by the Executive Committee
- B. Persons interested in becoming members shall express their interest in writing to the Chairperson or SCSA. Names will be presented at the next Council meeting and recommendations for membership will be submitted to the Early Intervention Official for approval/denial and notification.

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- C. Membership responsibilities shall include:
1. Being a member on one of the Standing Committees
 2. Attending meetings or notify the Vice-Chairperson if unable to attend
 3. Reading all communications
 4. Being prepared to participate in meeting discussions
- D. Active membership shall be defined as no more than two excused absences or 1 unexcused absence per calendar year and shall be determined by a review of the previous calendar year's attendance by the Vice-Chairperson. This review shall hold for the following year.
- E. If a Council member fails to attend more than one-half of the regularly scheduled Council meetings within a calendar year, the Executive Committee may recommend to the Early Intervention Official that such member be removed from the Council. That person will be notified by the Early Intervention Official of their removal.
- F. Previous members wishing to return as members must submit their intent in writing to the Chairperson. The request is subject to the approval of the Executive Committee and Early Intervention Official.
- G. When a member is unable to continue with his/her duties, it is the responsibility of the Executive Committee to find a replacement.
- H. If membership requirements cannot be reasonably met, the Executive Committee may submit a written request to the Early Intervention Official for a waiver of such requirements.

V. Committee, Work Group & Task Force Update

- **Review existing groups in the community** – Pete Nabozny
- Overview of groups working on Early Childhood or similar topics. Advised to see what's missing to consider what this group could address. Avoid duplicating work, rather add to.
- LEICC is unique as a broad group with various stakeholders.

Early Childhood Development Initiative <http://ecdi-rochester.org/>

- 30 year old community partnership
- Cross-sector collaboration (Childcare, pre-k, infant mental health, foster care, etc.)
- Committees: Social-Emotional Development; Advocacy (Historically centered on child care, but other issues like EI/PSE have emerged. And members are extremely supportive. Meets 2-3PM before the ECDI full meeting 3rd Tuesday of each month); Children Developmentally on Track; Professional Development.

Kids Can't Wait <https://thechildrensagenda.org/the-agenda/earlychildhood/kids-cant-wait/>

- New statewide campaign staffed by The Children's Agenda
- Focused on rate increases for EI & PSE, along with operational improvements to those systems
- Strong local representation
- The Children's Agenda wrote a detailed report on the state of EI and Preschool Funding in 2017.

Parents Helping Parents Coalition of Monroe County Public & Private Facebook groups, parentshelpingparentsmonroe@gmail.com

- Parent organized and run coalition to engage other parents in advocacy and support around Early Intervention and Preschool Special Education. Focused on Monroe County.
- Public and private facebook groups. More than 150 members.
- Recently collaborated on letter writing campaign to Governor Cuomo.
- How can the group help engage parents from the whole county and within the city of Rochester. They are looking for parents from the city be involved.

ROC the Future <https://rocthefuture.org/>

- City of Rochester Focused
- Cradle-to-career
- School Readiness Outcome Group
 - Many different topic areas; Workforce team – heavily focused on provider shortages. Where our report emerged from

What's Missing?

- Focus on Monroe County operations; Parent Voice/Leadership; Family Satisfaction; Transitions to Preschool Special Education
- Most of these groups are focused on Early childhood among other topics. Not specific to EI operations, EI is usually broad on their meetings. Not nitty gritty like referral process etc.
- ECDI is not the kind of parent-provider partnership relationship > It is a professional group. Would like to develop a family satisfaction component, ECDI looks closely at child outcomes. No one in ECDI is

focusing on transition between EI and preschool.

- Many other initiatives. Recommended that someone from each LEICC sub group be responsible for attending the related community group and bring back information to LEICC.
- Is there a cumulative list of all groups/ programs working on Early Intervention? Pete: Short answer- No. Lift Off WNY Provides a list of reports: <https://liftoffwny.org/>.
- Roxana: hoping LEICC can provide recommendations and feedback on some Monroe county specific processes. Shared that DOH updated a lot of processes- moving electronic, refocusing and commitment to Parent Coaching Model and preparing new service coordinators and providers on the model. Would like feedback on parent handouts.
- In past we had standing committees and short-term committees (Task Forces), can we list out subcommittee needs. Next meeting we can come with a list of desired Task Forces and member forms, see which we can do. Email out forms ahead of time. Suggested Committees: parent involvement, recruitment & retention, data, advocacy.

- Deaf and Hard of Hearing Task Force update- Kristin Kane

- Did not meet over summer months.
- Training for Service Coordinators on Hearing loss
- Survey to parents in EI with child that is Deaf or Hard of Hearing to provide feedback on information/resources that they think should be provided to parents
- Packet of information and resources developed to be distributed to audiologist to be provided at the time of DX
- Developed handout of communication options for parents
- Task force will finish out 2 goals identified: 1. Working with audiologist to provide packet to parents at the time of a DX of hearing loss. 2. Training for EI providers regarding hearing loss
- There is a proposed change in the works regarding EI eligibility. It will be a regulatory change that indicates that if your child has a known eligible diagnosis, they will go through a record review and an Multi-Disciplinary Assessment (MDA) (Not a full evaluation). We are considering what sort of training would be needed. Should the training be directed at evaluation teams only or offered to all providers?
- Parents participated in the Deaf and Hard of Hearing task force for those items developed. KK: Failed newborn hearing screen program. Whenever a newborn has failed the newborn hearing screen at the hospital, we are notified and then given information about whether the family has followed up. The group has found that best results come when we follow up with the child's Primary Care Physician and then they take care of it at next doctor visit.
- Discussed discrepancy on task force perspective. Concern about identifying children but not being able to provide service. Need for more teachers of the deaf (TOD) in community. Need for advocacy at state level. Monroe County is the 3rd largest Deaf and hard of hearing community in the country.
- It was noted other counties appear to not have as many capacity issues but have not been as transparent as Monroe. Logistical operations differ, other waitlists look different. IE: some push a child's file to an agency and not recorded as a child waiting for service at the county level. Suggestions- some counties hire their own providers, may be beneficial to invite a professor who prepares TOD

providers. Dr. Hall hopefully can recommend someone who prepares TOD providers. He works for University of Rochester as a researcher of language access and how parents work with them.

VI. Establish LEICC subcommittees/ work groups

- Tracey Taylor is compiling a list of possible LEICC subcommittees and work groups.
- The bylaws indicate the following standing committees: Quality Assurance, Parent Involvement, Data, Transition
- Other subcommittee suggestions include: bylaws, capacity crisis, family centered approach, how can we reach city residents, how can we prepare new service coordinators in the same model, EICC one of the topics is screening to make it easier for providers to come on board, maybe changing the limit of number of hours vs. competency around parent coaching, recruitment and retention,
- Notes from October's LEICC meeting: Some discussion for a need for a parent subgroup and a clinician/community education work group. There was a question about who else needs to be invited to join our LEICC table.

VII. Other business/ Announcements/ Opportunities for Involvement:

- Peter Nabozny shared that the next NYS Early Intervention Coordinating Council meeting will be held 12/11/19 10:15-3pm. It can be viewed online or attended in person in Albany, advocates can sign up for public comment. Pete will be attending in person. Remote location- Rochester Western Region Office, 335 East Main St. 14604 will also allow for remote public comment. Roxana will send agenda when it is released.
- Kids Can't Wait advocacy bus trip to Albany 2/4/2020. This group will visit legislators to advocate for increased reimbursement for childcare and EI programs.

VIII. Summary of Action Steps

- Establish subcommittees at next meeting. Executive Committee to review/edit membership form.
- Consider compiling list of various community groups related to EI to list as a resource for LEICC members and families: include name, website, contact person.

Next Meeting

01/22/2020- 9:30-11am, BOCES 1

Subsequent meetings: 4/22/20, 7/22/20, 10/28/20.