Early Intervention Council

Meeting Minutes

Meeting	**Early Intervention Council Meeting**	Date	**October 11, 2012**
Facilitator	Christine DeMers	Time	2:30 p.m. to 4:30 p.m.
Location	Evanston WY	Scribe	Christine DeMers
Attendees	Members: Jana Reade, Bob Tranas, Shawna Pena, Danna Fuert		
	Guests: Becky Wight – Early Intervention Analyst, Sarah Compton –Part B Coordinator, Christine DeMers-Part C Coordinator		

Key Points Discussed

2:30 p.m.
Roll Call of members

Introduce Guest-
Introduced Sara Compton as guest on conference line
Introduced Becky Wight as a guest on conference line
Christine DeMers in attendance

Call to order – Jana R.

Call for Additions to the agenda
Bob Tranas- Additions to the agenda: Old Business=By-Laws
- Discuss the addition of a Secretary Officer in the by-laws
- Discuss other matters concerning elections of officers

Jana Reade-Quorum not met; review and approval of minutes will be conducted on Friday.

2:30 p.m. Public Comment
- No public comment
-

Jana R. Moved to adjourn meeting until Friday 8:30 a.m.
Bob T. Second
Motion passed by members who attended

3:00 p.m. Tour of the LUCDA Facility

No task force committee meetings

October 12, 2012

Members in attendance:
Jana Reade, Danna Fuert, Dianna Currah
Conference Line Attendance:
Laurie Westlake, Linda McElwain, Shawna Pena, Bob Tranas
Guest:
Christine DeMers, Becky Wight, Sarah Compton

8:30 a.m.
Task Force Update

a. NICU update: Members- Sarah Nicholas, Linda McElwain, Shawna Pena, D'Anna Fuert, Dr. Bush, Christine DeMers advisor.
   NICU update-
   Linda McElwain is now on the council and will improve the coordination with the public health nurses and the EIC and early intervention providers.
b. Annual Report Committee: Members – Jana Reade, Laurie Westlake, Dianna Currah, Bob Tranas, Becky Wight advisor
   Annual Report Committee Update-Draft of the newsletter was sent to members. Members in attendance approved of the format. Jana asked if members would like for her to update the January meeting in the newsletter date to 2013 instead of 2012. Members said they would update the newsletter themselves and consider the newsletter approved. Next newsletter set to come out in January 2013.
c. Transition Workgroup: Members- Christina Bullinger, Sandi O'Dell, Dianna Currah, Sarah Compton Advisor
   Transition Workgroup Committee update- Deadline for surveys were for October 10 2012. Due to the low percentage of return, date for the deadline is extended to the January 2013.

Old Business
EIC Membership
Christine went over the openings of membership positions and reviewed the membership positions that are currently filled.

Discussion about adding secretary office to by-laws.
Jana R. suggested having the minutes recorded and the motions posted on the WDH website. Members discussed the positives and negatives for doing this and the discussion concluded with the members still preferring the written minute's system instead of a recorded meeting minutes system.

It was discussed the names of members on each committee be included in the minutes.
Bob T. suggested to have a process for the secretary to record the minutes
Jana will send out a notice for a committee to explore the secretary duties.

- Vote –all yeas no nays (of members in attendance).

New Business

Part C Program
- Christine D. reported on the upcoming policies revision for the Part C Program in order to respond to the new Part C Regulations. The EIC will be included as one of the stakeholder groups in order to comment on the proposed changes. This discussion will be included in the January EIC meeting in Cheyenne.

- Part B Program
  Part B position has been filled. Sarah Compton is the new Part B Coordinator.
  Sarah has met with the Department of Education and is currently working on updating the contracts for the Part b providers for 619 (3-5) of IDEA services.

  Jana R.
- Approval of minutes to be conducted by email for the July meeting

Upcoming Meeting Dates and Places
- January 10-11 Cheyenne
- April 11-12 Laramie
- July 11-12 Rawlins

Continuous Feedback
- Keep with two day meeting on Thursday and Friday 2nd week of the month
-Agenda was good to have before the meeting. Suggestion to improve the agenda so it has more detail under Old Business so members know what they are to talk about and under
New Business also.

Discussion about the CDC tour. The Child Development Center should include some information to the conference callers as well so they can learn more about the services for that area even if they can not attend the tour. This information can be included with the agenda for that meeting.

Adjourn Meeting
Jana R. moved
Bob T.2nd

Next Meeting Date: January 10-11, 2013.
Place: Cheyenne ,WY
Meeting address: to be announced