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| **Interagency Coordinating Council (ICC) Meeting:** 7/12/21 from 11:00am-12:10pm |
|   | **Attendance:** | ICC Members: | Guests: |
|  | **Key:**\*Taking meeting notes Not in attendance **Next Meeting(s):** 10/04/21 at 11:00am11/15/21 at 11:00am12/13/21 at 11:00am | Erin Frazier, Director of Special Services, DOE Roberta Lucas, CDS State Director/619 Coordinator, DOEJamie Michaud, State Part C Coordinator, CDSRobyn Neal\*, Executive Assistant, CDS Cheryl Hillicoss, Early Intervention Program Manager, CDS YorkDeborah Rooks-Ellis, Associate Professor, University of Maine (left at 12pm)Cheryl Mercier, Special Education Director, RSU 18Nena Cunningham, Head Start State Collaboration Director, DOECarrie Woodcock, Parent and Executive Director, Maine Parent FederationCrystal Arbour, Child Care Services Program Manager, DHHSDee Madore, Registered Dietician, Contracted Provider (joined via phone)Amy Spencer, Interim Early Intervention Coordinator, MECDHHKari Jenkins, Parent/Service Coordinator, CDS ReachKristi Abraham, Parent, CDS ReachMeg Sigovich, Teacher of Children with Disabilities, CDS ReachCarly Lowell, Disabilities/Mental Health Manager, SKCDCJamie Bartlett, Children’s Behavioral Health, DHHSTrista Collins, Office of MaineCare Services, DHHSAmelia Lyons, Migrant Education & Homeless Education, DOELeigh Ann Fish, Assistant Professor of Early Childhood Education, UMFSue Salisbury, District #35 Representative, House of RepresentativesJessica Creedon, Parent/Foster Parent, CDS YorkTammy Roy, Assistant Program Administrator, DHHSGretel Crockett, Child Welfare Program Manager, DHHSJill Hamm, Early Start Maine Consultant/Service Coordinator, CDS Two RiversSara Butler, Speech/Language Pathologist, CDS Two RiversJessika Frye, Parent/Service Coordinator, CDS Two RiversKelly Christopher, Parent, CDS DowneastTravis Bryant, Executive Director, AFFM and the Kinship ProgramHibo Omer, Program Director, New Mainers Public Health InitiativeBrenda Drummond, Director, Division for the Blind and Visually Impaired |  |
| **Minutes****Allotted**  | **Topic**  | **Discussion/ Agreements** |  **Action Items** | **Reference Materials** |
| 10-15 | Introduction & Announcements (Deborah) |   | Please extend invitation to ICC meetings with families as parent attendance is required, encouraged, are welcomed!  |  |
| <5 | OSEP’s Determination Letter for FFY19 (Jamie) | Maine’s Part C program received the determination of “Meets Requirements” from OSEP for FFY19! |  | See: “ME Part C FFY19 Determination Letter” |
| 30-45 | Part C Child Find Update for FFY20 (Jamie) | Referrals have been increasing by the hundreds over the past few years here in Maine. We have exceeded 3000 referrals in the past fiscal year (July 2020 to June 2021). **Ideas for Outreach from ICC Members:** * Hibo Omer suggested connecting with Maine Immigrant Rights Coalition.
* Jill Hamm proposed that CDS consider exploring the Informed Clinical Opinion process to increase/standardize the use of this eligibility option state-wide, especially with the birth-1 age range.
* Amelia Lyons suggested ideas for collaboration between CDS and homeless, migrant, and other groups.
* Sara Butler inquired about rebranding efforts for Part C that could help improve family engagement with services since CDS is often confused with CPS (Child Protective Services).
 | Contact Jamie Michaud at Jamie.L.Michaud@maine.gov with any additional ideas/suggestions about how CDS can continue to increase Part C Child Find in FFY21. Robyn Neal will include the “CDS Part C FFY20 Child Find Update” with the Meeting Minutes.  |  |
| 15-30 | Stakeholder Input on Use of ARP Funds (Jamie) | On March 11, 2021, the American Rescue Plan Act of 2021 (Public Law 117-2) was signed into law. Of the $250,000,000 million that was allocated to Part C of IDEA, Maine will be receiving approximately $1,200,000 that must be used between 7/1/21 and 9/30/23.Ideas Shared for Using the ARP Funds:* **Professional Development (PD):** Brazelton Touchpoints, Reflective Supervision, Cultural Competency, Implicit Bias, Resilience Strategies and Stigma/Shame, Postpartum Mental Health, Working with Adult Learners with Special Needs, Motivational Interviewing, and Compassion Fatigue/Burnout Prevention
* **Child Find/Outreach:**

Rebranding/robust marketing campaign, new website for Part C program, table materials (“swag”) for conferences and community events, and translating written documents/ materials into a variety of other languages* **Infrastructure/Federal Part C Requirements:**

Development and implementation of a new Comprehensive System of Professional Development (CSPD) and upgrades to current data system to improve accuracy & efficiency of compliance monitoringAdditional Input on Use of ARP Funds from ICC Members:* Create an app for families to use to complete the MEISR (Meg Sigovich)
* PD on National Standards for ECE (birth-8) and Cross Disciplinary Competencies through the Division for Early Childhood/Council for Exceptional Children (Deborah Rooks-Ellis)
 | Jamie Michaud will submit the budget for Maine’s ARP funds to OSEP no later than 8/2/21.  |  |
| <5 | Part C Target Setting Process (Deborah & Jamie) | The Part C State Performance Plan and Annual Performance Report (SPP/APR) specifies, for each year that covers the years of the SPP (FFY20-FFY25), that targets for each SPP/APR indicator must be established with “broad stakeholder input.” This means that parent members of the ICC, parent center staff, parents from local and statewide advocacy and advisory committees, and individual parents must be engaged in target setting, analyzing data, developing improvement strategies, and evaluating progress. Jamie & Deborah are utilizing technical assistance from DaSy to help with the target setting process and will be presenting data during the ICC meetings in the fall.  | ICC members may be asked to help recruit parents for target setting focus groups and connect them with Jamie Michaud at Jamie.L.Michaud@maine.gov prior to the fall meetings.  |  |
| <5 | Stakeholder Input for Separating Part C from Part B in State Regulations (Roberta & Jamie) | One of the bills that came out of the last legislative session requires CDS to develop a plan for separating Part C into its own Independent Education Unit (IEU). DOE and CDS staff, in collaboration with Sarah Forster from the Attorney General’s office, have been tasked with separating the Part C regulations from the current state statute.  | Stakeholder input from ICC members will be sought before DOE is required to report back to the Committee of Education and Cultural Affairs by February 1, 2022.  |  |
| <5 | Fall Meeting Schedule (Jamie & Deborah) | The frequency of meetings will need to be increased to monthly in the fall to have sufficient time to work on the federal and state-required projects discussed above that will require input from stakeholders and the ICC, with a plan to decrease to quarterly and/or bi-monthly after these projects are completed in February of 2022. | ICC meetings will be scheduled on 10/4/21, 11/15/21, and 12/13/21 from 11:00am-12:30pm. ICC members should continue to invite families to attend these meetings as their feedback and input is crucial to this work! |  |