

- Mentorship: Stephanie reported that all matches have been made with the exception of one state. An additional state is still deciding whether a mentor is desired.
- Legislative: The legislative committee continues to meet by conference call the last Monday of each month. The committee is developing guidance for members regarding individual letters to state delegations related to the appropriation process. In addition, the legislative committee will be distributing draft language for member comments related to the state performance plan.
- State Membership Status

Old Business

- Board Retreat: The Board summer meeting will be held on August 13 and 14 in conjunction with the OSEP meeting on state performance plans. Maureen will pursue options for hotels.
- Social Emotional Paper: The draft paper is currently out for review. A reminder will be sent to members reminding them of the deadline for comments.

New Business

- May Newsletter: The quarterly newsletter is scheduled for release in May. The CDC initiative will be the feature article. Additional articles needed include: President's letter, legislative committee report, update on membership, Governmental Relations report, mentorship report
- CDC Initiative: Stephanie provided an update on a new CDC initiative "Learn the Signs. Act Early" campaign to help parents identify the important developmental milestones for young children. CDC was interested in a potential partnership with the ITCA to link State Part C systems to this initiative.

The next ITCA meeting is scheduled for May 9, 2005 at 3:00 EDT.



**ITCA Board Conference Call
April 4, 2005**

Minutes

Board Members Present: Andy Gomm, Stephanie Moss, Mary Jones, Sue Brown, Terry Harrison, Ron Benham

Contract Staff Present: Maureen Greer, Sharon Walsh

Approval of March Minutes

The March minutes were approved. The minutes from the first quarter will be posted on the ITCA website.

Approval of Financial Reports

Financial reports were distributed to the Board for review. All budget items are in line. Expenditures through the first quarter are 19.7% of the annual budget. As of March 31, there was \$42,272.33 in the money market savings account and \$5,581.34 in the checking account.

The office has prepared the 2004 tax return for submission. In the process of developing the document, an error was discovered from the previous year. The 2004 document was revised to address the error. Appropriate procedures have been established to ensure that all future submissions are correct.

Governmental Relations

- The appropriation letter has been drafted and is being prepared for distribution to the House and Senate appropriations committees.

Administrative Liaison

- Annual Membership Update: Third notices were sent to all states that have not renewed. Dues received in March amounted to \$5,500. Total membership income for 2005 is \$46,995.00. West Virginia, Nebraska, Maryland and Alaska renewed their membership. South Dakota is a first time member. Additional paperwork has been completed for New Jersey, Guam, Oklahoma, Louisiana and Indiana. The Board will need to make follow-up calls with states that have not responded to date. By the June call, there will need to be a determination if the budget needs to be adjusted to reflect reduced revenue.
- Medicaid Paper: Seven states (WA, NH, VT, PA, VA, RI and IA) responded to the request to serve as the review panel for the Medicaid paper. Solutions Consulting Group has indicated that the detailed outline for the paper will be delivered on time. The draft will be distributed to the panel members the week of April 4.
- GAO Study: The office has continued to respond to the GAO's request for financial information. They have requested a copy of the Medicaid paper when it is completed. The report is due by the end of this calendar year.

Committee Reports