



**ITCA Board Conference Call  
December 13, 2004**

**Minutes**

**Board Members Present:** Mary Jones, Duncan Munn, Andy Gomm, Ron Benham, Stephanie Moss, Terry Harrison

**Contract Staff Present:** Maureen Greer, Sharon Walsh

**Approval of November Minutes:** The minutes were tabled for revision. The minutes will be re-distributed and approved in December.

**Approval of Financial Reports:** The financial reports were approved as distributed.

**Governmental Relations Report**

The Board thanked both Sharon and Maureen on their work for the reauthorization conference calls. The slide presentation has been distributed to other early childhood organizations. The conference bill has been assigned a number: PL 108-446. There are rumors that OSEP will be holding meetings after the first of the year to provide information on the reauthorization and to seek input on needed regulatory changes.

Members have raised questions regarding the effect of reauthorization on the application cycle. Mary will follow up with Ruth Ryder when confirming the Board's meeting with OSEP during the February meeting.

**Administrative Liaison Report**

Membership Renewals

A total of 15 states have renewed their membership for 2005. This includes 7 states that had taken advantage of the two year option. Other states have called to request supporting documentation. Next year a W9 should be included with the invoice. After the first of the year, a second notice will be sent to states and territories that have not renewed.

Medicaid RFP

The RFP was distributed broadly and there have been several calls asking for clarifying information. The due date for the proposals is December 21.

Product Distribution

Products distributed to members since the last phone call include the Reimbursement Methodology paper, the newsletter, Washington Update and Slides for the Reauthorization Call. The slides have also been converted to Adobe for posting on the web. The Reimbursement Methodology paper will not be posted until after the February meeting and a secure page on the website has been established.

Web Update

Work continues on updating the web. For budget reasons, I have slowed down on the process. I will continue to work on it through December and the updates will be completed prior to the annual meeting.

### Membership Survey

Fifteen states have submitted survey responses. The recommendation is that the survey be distributed at the annual meeting and have the survey completed onsite.

### **Committee Reports**

#### Nominations:

Molly Dries, Sue Brown and Julie Curry have agreed to serve on this committee. There were no self nominations as a result of initial solicitation. The committee will meet and identify potential candidates

The new president will assume responsibilities on January 1. The remaining positions will be elected at the annual meeting in February and take office immediately. The by- laws will be reviewed to identify any necessary revisions.

#### Awards:

Linda Goodman, Helen Keith and Rosanne Griff-Cabelli have agreed to serve on the awards committee. Five quality nominations have been received for the Family Award.

#### Legislative:

The legislative committee has begun discussions regarding the regulatory promulgation process that will begin now that reauthorization has been completed. Additional discussion in this area will be part of the annual meeting.

#### Membership:

Options for a revised dues schedule were reviewed. There were additional ideas for possible options. These will be discussed on the January call.

### **Conference Call schedule for 2005**

Andy will develop a proposed conference call schedule for 2005 for the Board to review on the January conference call.

The next conference call will be on January 3, 2005 at 3:00 PM EST.