



## **ITCA Board Conference Call Minutes January 3, 2005**

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

**Contract Staff:** Sharon Walsh, Darla Cohen (for Maureen Greer)

### **Approval of Minutes – Andy Gomm**

The November minutes have been revised and have been forwarded for approval. The December minutes have also been provided to the Board for their review. After review, the Board approved the minutes as presented.

### **Treasurer Report – Terry Harrison**

Terry presented the finance reports. The memberships are slowly coming in with two new states, Virginia and Maine, for the first time.

Maureen made slight revisions to the budget. The Medicaid paper was originally planned to span two years but will now occur in 2005. The other change to the budget was a small revision to the rate for the Government Liaison. Andy offered to support the monthly conference calls in order to ease the tight operating budget. Mary moved to approve the budget as amended. Ron seconded the motion. The motion was approved.

### **Administrative Liaison Report – Maureen Greer (written report)**

#### **Activities:**

- Conference call with Andy and Mary to draft the agenda for the business meeting;
- Completed work with the web designer to update the Association website;
- Processed membership renewals; and
- Completed financial reports; processed invoices and paid bills.

#### **Membership:**

Nineteen states have renewed their memberships and two states (Maine and Virginia) have joined the Association for the first time. A second notice will be sent to states who have not renewed this month.

#### Budget:

The budget was modified to reflect the change in contracting for the Medicaid paper and to reflect the change in reimbursement for Sharon. The board will need to approve the revised budget.

#### Web:

The majority of the web has been updated. There are still a few changes that need to be completed. The Orientation Manual page has been password protected. The user name is "ideainfant" and the password is "parent324". You will need to decide how the password and user name is distributed. Announcing it at the meeting will provide the information to others beyond members. *The decision was made to send the password information out by email when the site revisions are completed.*

All information regarding reauthorization has been placed in a folder on the former "Hot Topics" soon to be member communication page.

### **Legislative Report**

The committee is taking on the responsibility of taking the lead related to the regulations revision process. Linda Goodman has developed a matrix from the original NPRM. Sharon will use that format and add any new statutory changes and get feedback from members to respond proactively to OSEP. An email has gone out to members regarding the revision process and the OSEP hearings that will be conducted across the country. There will be a focused discussion on suggested changes to the regulations at the membership meeting in February.

Sharon discussed the meetings that will be held by OSEP regarding reauthorization and described the process that DEC uses to provide public comment. ITCA will attempt to have a representative provide public input on behalf of the Association.

Currently there are a small number of members participating on the committee. Ron will seek additional membership at the annual meeting.

Sharon will provide a summary of the appropriation process this year to Andy and Mary for distribution to members to provide some explanation of why cuts were received by many states. Washington and Connecticut are particularly upset with the cuts they received. Sharon is working with OSEP to obtain the methodology for the allocation distribution so that it can be shared with members and hopefully diffuse some of the turmoil. The request for the methodology will go to Carol Cichowski in the budget office. The Board will pursue informal methods to obtain the information before requesting the information through the Freedom of Information Act.

The discussion regarding appropriations will occur in an off agenda gathering following the business meeting. Materials from the Association regarding appropriations will need to be ready in March for the federal budget process.

Comments on the proposed outcomes are also due this month.

## **Awards Committee**

Five nominations have been received. The committee will be meeting tomorrow to make the final recommendation for the Board approval.

## **Nominations Committee**

There will be four candidates for the openings on the Board:

- Sue Brown – Hawaii
- Molly Dries – Arizona
- Wendy Whipple – Nevada
- Julie Curry – Iowa

Ballots will be provided to members at the annual meeting. Andy raised the need to review the bylaws because of the change in the timing of the annual meeting.

## **Membership Committee**

Maureen will be asked to run some additional numbers related to increased membership dues. The call on January 21 will look at the revised figures in order to make a recommendation to the members. Discussion related to membership categories will be deferred for now.

Follow-up calls still remain to be made. Board members have asked for a few talking points in order to support the calls. Andy will draft the talking points and work with Maureen to get these out.

## **Social Emotional Paper**

Andy is taking the lead in the development of the position paper. A draft will be distributed to members prior to the meeting.

At the request of Connecticut, the Board has agreed to provide a formal response to the letter from Michael Guaralnik regarding the lack of states that serve the at-risk population. The concern is that the states are not unwilling but that fiscal restraints make adding any more children very difficult. The response needs to be framed as challenge for the whole community to identify ways to respond to this real issue.

## **Medicaid Proposal**

Mary Jones and Ron Benham agreed to serve on the review panel. Andy will ask Stephanie Moss to join them. Reviews are due on January 14.

## **Annual Meeting Agenda**

The Board reviewed the revised agenda for the business meeting. Andy will work with Maureen to make the times clearer in the agenda and finalize the allocation of times for specific topics. A

revised agenda will be distributed by the end of the week. Sharon encouraged the Board to make the meeting interactive from the very beginning to encourage member participation.

Darla requested that any handouts that the Board will need should be sent to Maureen in electronic format as soon as possible. Andy requested that there be some type of file or notebook for the materials. The Board requested that breakfast should be provided to members as a courtesy. Maureen will talk to the hotel to determine the expense.

### **Early Childhood Outcomes Center Feedback**

There was a brief discussion of whether the Association should comment on the draft outcomes. Ron suggested that the issue be put on the agenda and seek comments from members that could then be forwarded to the Center. Andy will seek Center participation for the discussion.

### **Newsletter**

Andy reminded people to provide their articles to Maureen. The hard copy will be provided to all meeting participants. The newsletter will also be in PDF format for the web.

### **Conference Call Schedule**

The calls will remain on the first Monday of the month at 3:00 PM EST. There may be some changes based on holidays or national meetings.

### **Bylaws**

The bylaws need to be reviewed for any needed changes. In particular, the election of Board members is complicated by the change in the annual meeting date. Andy will send out the bylaws for members to review. A small group of the Board will be asked to make recommendations for revisions.

The meeting was adjourned at 5:00 PM