



Conference Call Minutes July 7, 2004

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

Contract Staff: Maureen Greer

▪ **Administrative Liaison Report**

- **Medicaid Paper:** Mercer has been awarded the contract to produce the Medicaid paper. Stacy Rodgers will be the contact. The completion date has been moved to January 1, 2005 because of the delays in contracting.
- National Survey – The national survey is on the website and operational. Letters have gone out to Part C Coordinators asking them to update section 1 of the survey. The slow response will require some follow-up.
- **Leadership Academy** – Josef Reum has agreed to develop a two day Leadership Academy to be held in conjunction with the February OSEP meeting.
- **Communication Committee** – The committee held their conference call. The recommendation was to move all communications to an electronic format at some point in the future. All communication materials will have the same look for branding purposes. The Board will be asked to approve the purchase of software to convert all public documents to PDF so that all members can read the documents.
- **Summer Retreat** – Hotel room confirmations have been received and will be forwarded to Board members. Board members are responsible for their own travel arrangements. Please notify the office when travel arrangements are complete. If Board members are staying for the data meeting, please notify the office to ensure there is no disruption with your room.
- **Rate Setting Paper** – The draft paper has been distributed to the Board for review.
- **Attachment 2 Summary** – The office has received copies of all financial statements available from the Annual performance Report. All data has been entered and initial analysis begun.
- **CAPTA** – the survey has been sent back to states for updating. New information has been received from several states. Diane Oglesby from NASDSE has called to inquire about a potential partnership with ITCA regarding this issue.

▪ **Committee/Project Reports**

- **Legislative** – The initial topic of conversation for last conference call was the unlikelihood of reauthorization happening in this session. The conversation then focused on the appropriations process and how the Association could influence the process. One step discussed was to request that states submit letters (i.e. Wisconsin letter) to their congressional delegation regarding the appropriation for Part C. Board requested to review Ron's letter and approve distribution to the states. The

committee has asked that the Association push for written guidance related to screening vs. evaluation under CAPTA. The Board is supportive of the letter as long as legal counsel feels that this does not violate the Association's 501(c)(3) status. Ron will assume responsibility for this.

▪ **Legislative Liaison Report**

- Sharon was not able to be on the call but submitted a list of activities conducted on behalf of the Association in June.

The Board will have a call on June 26 at 3:00PM to specifically discuss the APR and to plan for the meeting with OSEP to be held during the Summer Retreat.

Required Board Follow-up:

- Review rate setting paper for discussion in Washington;
- Mary will contact Ruth Ryder to request a meeting time during the retreat;
- Mary will follow-up with Mary Beth Bruder regarding the request for a support letter;
- Send any suggested analysis questions for Attachment 2 to Maureen for preliminary analysis;
- Duncan to distribute support letter criteria;
- Andy to draft letter regarding outcomes call;
- Sharon to draft questions regarding the APR based on comments provided during the APR conference call;
- Notify the office if Board members are staying for the data conference.