



ITCA Board Conference Call Minutes
March 7, 2005
Minutes

Board Members Present: Ron Benham, Julie Curry, Stephanie Moss, Sue Brown, Terry Harrison, Mary Jones

Contract Staff Present: Maureen Greer, Sharon Walsh

Minutes

The January minutes were approved with a correction to the spelling of Michael Guralnick's name.

Approval of Financial Reports

The January balance sheet and the 2005 budget and expenditure sheet were provided to the Board for their review.

Contract Staff Reports

Governmental Relations – Sharon Walsh

There were responses from 20 states to ITCA's draft comments on the regulations. All comments were reviewed and in many cases there was consensus, and appropriate changes were made. If there was not consensus on a specific recommendation, the Board made individual determinations about whether to stay silent or to go with the majority of responses. This process will make comments on the proposed regulations when published, much easier. The association, through its members, was able to participate in the OSEP hearings and provide remarks.

Appropriations activity will be the next priority for the Association. The ITCA will advocate for significantly increased appropriations. Sharon reviewed the timeline for the appropriation process with all activity required to be completed by September 30. Sharon, Ron and Maureen will be developing selected state profiles, with the support of that state's, to use with Congress.

Administrative Liaison – Maureen Greer

West Virginia has renewed their membership. An updated file will be sent to all Board members. Renewal notices will be sent to all states that do not have current membership status. Board members will be asked to follow up with states after the April Board call.

Annual Meeting hotel costs have not been received yet. Pre-estimates put the costs of the meeting right at the budget level. Meeting materials will be distributed to any member states that were not in Washington.

Maureen requested that the Board establish guidelines for access of non-members to Association products. This discussion will be added to the April conference call agenda. On an interim basis, the Board provided permission for Sharon to release the cost participation document to Easter Seals.

Maureen provided the GAO with documentation requested at the meeting in Washington. Communication will be maintained to support the GAO study of Part C.

Committee Reports

Mentorship

Stephanie identified that six states have volunteered to serve as a mentor and four states have requested a mentor. Stephanie reviewed criteria with the Board and will make linkages in the coming week.

Legislative

The call was expanded to accommodate all states who had expressed an interest in participating on the committee calls. Those states will be added to the Legislative Committee distribution list.

Membership: Molly, Terry and Sandy

Terry will chair the committee and Molly Dries, Arizona and Sandy Loerch Morris, Washington, have agreed to serve on the committee. Terry will solicit additional members including someone from a non member state. The committee will develop recommendations regarding a revised dues structure and potential additional categories of membership.

Old Business

IDEA Partnership Participation

Mary identified that this partnership is a valuable one to maintain but ITCA has not been able to participate in the activities.

Medicaid Review Panel

Five states have volunteered to serve on the review panel: Washington, New Hampshire, Vermont, Rhode Island and Pennsylvania. Julie Curry will represent the Board on the review panel.

Social Emotional Paper

The changes requested by the members at the annual meeting have been made. The revised document will be sent back out to the members with sufficient time for review.

National Survey Update

States have not been updating their state data. Individual state notices with passwords need to be sent in order to get updated information for the GAO. The Board discussed the timing of the survey update needs to take in to consideration the APR and State Plan applications.

By Laws Revision

The sections of the Bylaws related to elections need to be reviewed. The Board agreed to put this on the agenda for the summer retreat. Maureen will send the bylaws to the Board for their review.

New Business

DEC Partnership Initiative/Hilton Early Head Start

Stephanie and Andy met with Linda Brekken. The DEC has a partnership committee that sponsors a partners track at the DEC meeting. They would like a representative from ITCA to participate in this activity. Once details have been clarified, a solicitation to membership for an interested volunteer will be made.

Linda is also the Project Director for the Hilton Early Head Start training program. While most of their work is in local communities facilitating partnerships between Early Head Start programs and early intervention programs, they would like to work more closely with State Part C programs. Preliminary plans are to send out information to Part C Coordinators later this spring and to co-sponsor a web-assisted conference call in the early summer. Maureen will follow up with Linda related to the logistics of the call.

Maureen will follow up with Linda to work out issues related to a potential web assisted conference call.

Board Retreat

The Board Retreat will be held on August 13-14 in connection with the OSEP State Performance Plan meeting.

2002 Position Statement on Birth to Five System

The Board moved that this specific document be removed from the web site as it is out of date.

National Codes for Early Intervention

Ron has had a request of whether there is an interest in developing a national set of codes for insurance billing for early intervention. There was discussion about identifying what codes states are currently using and if there is an interest in national codes. Ron will follow up on next steps and make a recommendation for further action.