



Conference Call Minutes May 3, 2004

Board Participants: Mary Jones, Stephanie Moss, Terry Harrison, Duncan Munn

Contract Staff: Sharon Walsh, Maureen Greer

Administrative Liaison

- August meeting: the contract has been signed. The Association will stay at the same hotel where the data meeting will be held. Hotel reservations are made and will be billed to the Master Account. Board members will be responsible for their own travel arrangements
- Response to Medicaid inquiry: There was minimal state response. The survey will be distributed with the hope that the distribution will generate additional responses.
- Westat Data Project volunteers: Ohio, California, Utah, Alaska and Connecticut have volunteered to participate in the data manual review.
- CAPTA Call minutes: Minutes from the conference call will be distributed to the members
- Decision re: alignment of fiscal year and calendar year
 - The draft projections indicate that there are sufficient funds to support the move of the fiscal year to align with the calendar year. An official Board vote will be held on the June call.

Status on Projects:

- National Survey: The contractor is working with TEK to complete the transfer of the website to a new server. The survey has been tested by Linda Goodman (CT) and revisions made based on her input. A letter will be distributed to states inviting them to update their survey responses. Each section will be updated over the next three quarters.
- Newsletter: Articles are due on Monday, May 10.
- Good News: Legislative Committee met and has identified content and target states. Sharon will be moving the document to Maureen within the next several weeks.
- Leadership Academy: There was insufficient response to the week long Academy and therefore it was canceled. Plans are underway to develop a two day institute that would be connected to the OSEP meeting in February. More discussion will occur in June.
- Mentors have been assigned, upon request, to Part C Coordinators in two states: Iowa and Louisiana. Stephanie will report on status of those new mentoring partnerships in June.

Process for RFP Review

- The RFPS and scoring sheet have been distributed to the Board members. The RFPS need to be reviewed and scored by Monday, May 10. Scoring sheets should be returned to Maureen by the close of business on Monday.

Government Relations

- Update distributed to members this morning
- IDEA scheduled to be considered in the Senate on Wednesday
- OMB proposed information request on Part C data tables: Sharon will review and make recommendations to the Board for comment.

Treasurer's Report

Terry reviewed the reports provided by Maureen. There were no questions. The April balance sheet was distributed to all Board members.

APR Call

Mary will call Rhonda to inform her of the planned conference calls. There will be two calls to facilitate discussion. The calls will be 60-90 minutes in length. Mary, Sharon and Maureen will develop the questions that will guide the facilitated discussion on the conference call.

Next Call: June 7 at 3:00 EDT