



Conference Call Minutes September 13, 2004

Board Members Present: Ron Benham, Mary Jones, Monica Rutkowski, Stephanie Moss, Duncan Munn

Contract Staff: Darla Cohen for Maureen Greer

- **Minutes from Board retreat:** Minutes were edited and approved. Identification of the process for distribution of minutes to the members was requested. Staff will clarify.
- **Summer Retreat** – The hotel bill remains in dispute. Staff is working with the hotel to resolve the duplicate billing.
- **Strategic Plan** – The Board reviewed the revisions made to the strategic plan. The plan as revised was approved. Staff will put the plan into a chart format to identify what has been accomplished and what is planned, with responsible individuals and timelines identified.
- **Medicaid Paper** – Mercer has not provided the contract based on agreed upon language. Staff will continue to communicate with Mercer.
- **National Survey** – Mary and Stephanie continue to work with Solutions to make the final modifications to the survey prior to releasing the survey to membership. All revisions are expected to be completed by the end of the month.
- **Partnership** – Monica was unable to attend the Partnership meeting because of the hurricanes. Discussion focused on representation at meetings in Washington. Sharon is unable to participate as a representative of ITCA because she already represents DEC.
- **CMS Issues** - Duncan said Community Based Rehabilitative Services and Targeted case management were included in North Carolina's state Medicaid plan. While it took 16 months of negotiations, it is now accepted. Duncan felt it was clear that there are a lot of discrepancies in the regional CMS offices. OSEP and CMS should sit down. Duncan's CMS regional office was told to reduce what services they covered. Mary said she asked Ruth about that and asked if we need follow up? Duncan said yes, since there is a national policy and CMS can't just say "We won't cover IFSP services" when there is a federal law speaks to that". Mary asked if we should partner with NECTAC to get the process started. Duncan thought NECTAC, OSEP and just a small group so no one gets threatened. Mary feels the request should be framed as TA so everyone knows what they are required to do (under the old act) By the October call a plan will be developed.

- **Legislative Committee Update** – Ron indicated that the committee had met by conference call and talked about reauthorization but the discussion is the same as in Sharon's report. The request for state letters will be distributed a third time by Ron seeking additional support.
- **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 August.
- **Membership Survey Questions** - Mary asked for input for the annual membership survey
Suggested Questions:
 1. Were their expectations being met?
 2. Is what we focus on as a board what they see as their need as members?
 3. Are we representing you well on the following issues: impact on APR, impact on allocations, impact on paper, impact on mentoring associations (a simple yes no or don't know)
 4. Translate objectives from strategic plan into questions*

The fourth suggestion was very popular because it meant if people responded they were reviewing the strategic plan. Mary asked if the longer term goals should be included. Stephanie thought that was more like the first suggested question.

Ron suggested the survey be short and sweet but do ask if they had any additional suggestions for things to put in the plan or any other products or services they would like us working on-tied to each of the objectives.

- **Nominations** - Duncan reported that he had identified Terry as Treasurer and Stephanie as VP (president elect). There was a lengthy discussion about whether an at large member was necessary and the competition that would generate. The consensus was it was too early for all this. The Board agreed that in mid October Duncan will send out a request for nominations with a return deadline of mid November.
- **Membership** - NASDE and AMCHIP information was requested from Sharon (doesn't have it yet). When she gets it, Terry, Stephanie and Mary will review the information and invite additional member states to that discussion. One suggested member state to invite to participate was California. The objective would be to identify possible options for changes to membership structure and dues that could be presented at the meeting in February for consideration. Mary asked if Sharon would initiate that.
- **Infant Mental Health Workgroup** - Monica said she and Andy have not met.
- **OSEP Policy Letters** - Mary said she forwarded the policy letter on transition There was a general discussion about posting OSEP policy letters on the ITCA website. The Board agreed that a disclaimer was necessary. The disclaimer had to indicate that the policy letters are from OSEP and the posting is not comprehensive. Language should identify the beginning date of the letters and that other letters previous to the date could be found on the OSEP web site.

- **Budget** – The proposed 2005 budget will be forwarded to the Board and will be reviewed on the October call.

The meeting was adjourned.