FSSAC QUARTERLY MEETING minutes

Family Support Services Advisory Council

Date | time Friday, June 17, 2022, 9:00 – 11:30 AM | Meeting called to order by Chair Laura McKee

Type of Meeting: Interagency Coordinating Council

Note Taker: Wendy Studt

# In Attendance

Members: Laura McKee, Abigail Harris, Nicole Goeddel, Brandi Loch, Carol Clayton-Bye, Karen Thornton, Karen Underwood, Laura Christiaens, Susan Brown, Leslie Lee, Senate Majority Leader Sue Vinton

Members Excused: Hollin Buck, Dr. Lux, Kathy Rich

Guest: Lora Cowee

Members Absent: Amber Bell, Stephanie Goble, Jessie Counts, Catherine Murphy, Breanne Main, Daylinda Radley

State Staff: Sandy Cade, Wendy Studt, Shari Northcott

# Approval of April 8, 2022, Meeting Minutes

Minutes approved.

# Introductions, Ground Rules, and Agenda Review

Laura McKee led introductions, review of the agenda and the FSSAC Ground Rules. Laura introduced Montana Milestones Part C’s newest team member, Shari Northcott, Early Childhood Program Specialist.

No Family Story was provided today.

ACTION: Set a schedule for each region to provide a family story (Wendy).

# FSSAC Bylaws Draft Review and Feedback

The revised FSSAC bylaws in draft form were discussed. Current members are awaiting reappointment to the Council. A motion was made by Karen Underwood for Chairs Laura McKee and Abby Harris to fulfill Chairperson duties between now and when the Governor’s formal appointments are made. Additionally, the work of the Council will continue until that time as well. This motion was seconded by Laura Christiaens and approved by the Council.

The Council will postpone approval of the Bylaws draft until the September 2022 meeting. Based on that timeline, the Council recommended waiting until September 2022 to nominate and elect Co-Chairs. A motion was made by Brandi Loch to approve the Council Membership Roles as those are specifically defined by Part C of the Individuals with Disabilities Education Act and seconded by Karen Underwood with approval by the Council. Discussion around a timeline for submitting reappointment applications to the Governor’s Office was held. Suggested timeline is to submit for reappointment in the September prior to the April appointment. No membership timelines are staggered; therefore, appointments from April 2022 will expire April 2024 and so forth.

ACTION: Wendy will add language to the Bylaws guidance document with suggested timelines for reappointment submissions. The document and the Bylaws draft will be attached to the minutes.

ACTION: FSSAC Bylaws draft and Guidance will be addressed at the September 2022 along with Co-Chair nominations and elections.

# FSSAC Work Groups

**Workforce – Increase multidisciplinary engagement and collaboration**

The Work Group has not met since April and most recent discussion was around using four outreach projects to increase multidisciplinary engagement and collaboration:

1. Provider stories similar to Family Stories sharing the responsibilities when serving on the multidisciplinary team as well as the value of the multidisciplinary evaluation team.
2. Team building – how can we be good multidisciplinary team members?
3. Seek input from the regional Part C Directors to build multidisciplinary teams.
4. Provide continuing education credits for providers wanting to learn about multidisciplinary teams and how they function.

ACTION: Work Group to present on status of activities, next steps, and timelines at September 2022 meeting. Reminder: Part C Staff may be able to assist with resources.

**Coordination – Improve transitions for children and families exiting Part C services and Supports**

The Work Group finalized the content of the brochure and the acronym diary. Last known actions were to print the brochure and obtain or link to a mailing list by the Montana Empowerment Center.

ACTION: Laura Christiaens and/or Nicole Goeddel will reach out to Rebecca at the Empowerment for an update on the printing and mailing list. The Work Group will present on activities, next steps and timelines at September 2022 meeting.

# Part C Updates

**Montana’s Part C Program is part of the first Cohort for the Office of Special Education Programs’ Differentiated Monitoring System**. Fiscal monitoring began in September 2021 and three additional sections are complete: General Supervision – Integrated Monitoring and Sustaining Compliance; Improvement and Dispute Resolution; and Data Management Systems. The Office of Special Education Program’s monitoring team held a virtual review June 6-8, 2022, targeting fiscal systems followed by an in-person review June 16-18, 2022, targeting General Supervision, Dispute Resolution, and Data Systems. The final DMS report, including any findings, will be issued within 120 days with an expected receipt date of October 2022.

**Part C American Rescue Plan** work is underway focused on a State-wide Child Find Media Campaign led by the agency, Windfall. The approach will also include specific regional resources. This agency is also creating the Family Stories videos. A number of families have volunteered to share their family stories and work is set to begin in August. The contractor will be back in touch with families to set up timelines. Contractors received additional funds, approximately $120,000 each, to be dedicated to Child Find, Recruitment and Retention, and Transition activities for children exiting Part C. The Family Outcomes Survey is set to launch in August 2022.

# FSSAC Agenda Development For September 2022

Next meeting date: Friday, September 23, 2022, virtual, 9:00 – 11:30

Agenda items:

* Region 2 provide a Family Story.
* FSSAC Bylaws review and approval.
* Application process for Council membership.
* Nominations for Co-Chairs.
* Work Groups present on multidisciplinary evaluation teams and transition work status.
* Request a presentation from Children’s Special Health Services.
* Send FSSAC meeting invitations to Rebecca Richards for posting on the Empowerment Center.
* Recruiting for a Parent Representative from Region 4.

# Parking Lot

* Chair Requirements

# Public Comment

No public comment.

# Next Meeting

September 23, 2022, via TEAMS from 9:00 – 11:30. Invitation will be forthcoming from Shari Northcott.

Meeting adjourned at 11:30.