

**Region 7W IEIC
Meeting Minutes
September 10, 2015**

1. Welcome and Introductions:

Present: Nicole Ruhoff, Jill Haak, Maura O'Connor, Cindy Wagner, Carol Gibson-Miller, Janet Reigstad, Christine Landherr, Jody Lebernik, Alicia Jepsen, Makayla Wijeratne, Debra Swanson, Cindy Owen, Karen Jorgensen-Royce, and Sue Currens.

2. Approvals

- a. MSP Maura OConnor and Nicole Ruhoff to approve the minutes from the May 2015 meeting. Approved
- b. One item was added to the agenda for today to discuss NICU Discharge Referrals – Carol Gibson Miller

3. Financials

- a. Cindy Wagner reported on the budget expenditures. She reported from the fiscal host perspective that Elk River needs all bills in by June 30th 2016 in order for the expense to be included in the 2015-16 budget. All funds need to be allocated by April 15th 2016 in order to be processed by year end.
- b. There was \$14,686.83 remaining in the 2014-15 budget which will roll forward into this years budget. This amount will be reduced from the 2015-16 allocation. The allocation for this year for Region 7W is \$57,454.21
- c. There were no requests for funding today.
- d. Discussion regarding considering a transition to a new district as fiscal host for the 2016-17 school year. St. Cloud will consider becoming the fiscal host.
- e. Corrections were made to the printed budget with expenditures.
- f. MSP from O'Connor and Jepsen to approve the financials for today. Approved.

4. New Business

- a. State Updates-Karen provided updates from the State IEIC call. There is a State IEIC workshop set for November 16th. Up to 10 participants from each IEIC can attend. More information to come on the topics for the workshop. There

was discussion again that our IEIC is not Help Me Grow and we should ensure that our literature does not indicate this.

- b. National Help Me Grow task force groups are looking at a data base that will streamline the referral system and resources for families.
- c. Kara Tempel had questions for each IEIC about collecting data regarding referrals. All of the schools/education districts are collecting this information.
- d. Discussion regarding closing the loop following a referral. Is there a letter being sent from the District/Ed District back to the referring source. Public Health and Human Services report that they are not getting back information consistently.

5. Updates from Public Awareness/Outreach Coordinator-

Makayla reported on all the activities and places she has been in the last few months as well as future opportunities.

- a. Benton County Fair spent one day and passed out 50 books
- b. Two Summer By George events where 80 books were passed out at each nite. The 3rd event was cancelled.
- c. Promise Neighborhood Health Fair
- d. October 21st is the Project Homeless Connect event which needs a \$25 registration fee. It was agreed to support this participation at this event.
- e. The billboards continue across our region
- f. Posters are in the metro buses. There are 5 Somali posters and 25 English
- g. The epromos window clings and magnets are available for distribution
- h. A training was sponsored for the 4 county area child development classes at the cost of \$4800. This was approved for expenditure
- i. We agreed to purchase 5000 Early Childhood Screen at 3 promotion cards.
- j. Purchase of 3000 Developmental Wheels was approved
- k. Purchase of 2500 Help Me Grow brochures was approved
- l. Makayla did explore using Rengel for printing our brochures and wheels and found this to not be a cheaper option.

- m. Newcomers Book was suggested as an idea for putting a HMG ad on a page. It was motioned and seconded and approved to purchase a page in the book.
- n. Potpourri Conference is on February 27th for providers and professionals. It was motioned by Jepsen and seconded by OConnor to do a sponsorship level at this conference. The motion was approved. Sponsorship cost is ?????

Motion by Haak and seconded by Jepsen to approve up to \$5000 in expenses for outreach and public awareness activities to include the billboards, Newcomers Book, Potpourri Conference and the Community Expos. The motion was approved.

6. Discussion on Outreach ideas:

- a. A discussion was held regarding outreach to new parents at Centra Care Hospital. Is there a way to visit all new moms? Makayla offered to do these visits on behalf of the IEIC. We are hoping to renew our relationship with the birthing wing at the hospital to find out what they are willing to let us do.
- b. Daycares across the region all have been given the HMG developmental posters.
- c. Clinics in the region have all been visited in the past. Makayla will call and follow up with them again. She will give IEIC members a list of the clinics that she has contacted.
- d. Hospitals-please give a name of a contact person to Makayla for the local hospitals in your area.
- e. WIC clinics in our area. Makayla reported that the St. Cloud WIC clinic has the wheels and posters. There is a tv with rotating billboard type info at the counties. Members should check their sites to see what else we could offer at the WIC clinics.
- f. Centra Care Clinics-Carol Gibson-Miller will be visiting all the clinics in the centra care system and will provide our outreach materials.

7. Centra Care Hospital NICU Discharge and referral process.

- a. Rena Sespene-Hinz will attend our Nov. 12th meeting and discuss the referral system out of the NICU. Questions such as when should they refer? At birth or at discharge? What information do they want from us following the referral? A discussion will occur in November.

8. Agency Updates

- a. Child Care Choices/Aware has a new name. It is Milestones: Steps to Success for the Early Childhood Community. The new address is 314 10th Ave S. Suite 180, Waite Park, MN 56387. Our November 12th meeting will be held at the new location.
 - b. ARC- Cindy Owen shared several resources from ARC. The Parent Connects schedule and the Freaky Friday Fun run event.
 - c. MN THRIVE has an event on September 22nd from 6:30-9:00 to view the movie The Raising of America
 - d. Center of Excellence- Jill shared information coming out of the special education department at MDE. There will be several grant opportunities coming that are connected to the ASD Navigator. The PDFs will be able to participate in the trainings and then can share the information with their IEICs. The training focus is on supporting families who have children and young children with ASD.
 - e. Counties reported that they are working on cleaning up some of the work around the MN Choices system. This is work around cleaning up the wait list for waived services. All people who apply through MN Choices have to be screened to get through the system. An intake occurs with an initial assessment which could take 2-4 hours.
 - f. Child Care Choices is holding conferences for providers each month.
9. **Meeting Schedule for the Year-** All meetings will be held at the new Milestones building in Waite Park, from 9:00-12:00.
- a. November 12
 - b. February 11, 2016
 - c. April 14th, 2016
10. MSP to close the meeting (Currens/Landherr)

