

IEIC Region IV Meeting Minutes

December 18, 2012

9:00 AM – 12:00 PM

Lakes Country Service Cooperative

Attendance:

Carla Ptacek, Carol Meissner, Melisa Brevier, Stacy Haugen-McAllister, Deb Hengel, Mary Rolf, Mary Dillard, LuAnn Harris, Nancy Jost, Fran Rethwisch, Lynette Klein and Denny Ceminski

Note taker: Cami Uhrich

1. Introductions-

- Co-chairs Carla Ptacek and Carol Meissner called the meeting to order. Introductions made.

2. Review modify and approve agenda

- Nancy Jost requested to add review of brochure error to agenda
- Cami Uhrich requested to add review of IEIC Region IV Page link to Lakes Country Service Cooperative webpage to agenda

Agenda approved with above additions by unanimous decision.

3. Review and approve Operating Procedures: (see attached Operating Procedures Document)

- Stacy McAllister motioned to approve Operating Procedures with changes and corrections
- Nancy Jost seconded the motion
- Motion carried

ACTION: Include updated Operating Procedures Document with 12-18-12 Meeting Minutes mailing –*Cami Uhrich*

ACTION: Under our operational consideration it states that “The agency designated as the fiscal host must be an eligible recipient of federal special education funds and agrees to expend these federal funds consistent with the approved budget and in accordance with the “Statement of Assurances” as signed by the district special education director and superintendent. Nancy Jost will find out who is to sign as superintendent.

4. Subcommittee Reports

4.1 Public Awareness/Childfind

DISCUSSION: Call for volunteers to serve on the Public Awareness/Childfind Committee. Currently committee consists of Stacy McAllister and Michelle Steele.

The following volunteered to serve on Public Awareness/Childfind Committee:

Mindy DeGeer

Lynette Klein

LuAnn Harris

Mary Dillard

Areas were identified as possible ways to budget Public Awareness/Childfind monies:

- Brochures
- Developmental Wheels
- Radio Advertisements
- Pay for updated census reports fee to those who could use it
- Create billboards or marques
- Stipends for work groups

Nancy Jost identified an error in some of the Public Awareness materials distributed. An incorrect phone number was listed on the peel-off notes that are designed to attach to the Help Me Grow poster.

ACTION: Develop survey to request input to identify areas for budget spending. –Public Awareness/Childfind Committee

ACTION: Develop proposed budget for Public Awareness/Childfind. –Public Awareness/Childfind Committee

ACTION: Contact Printer of Public Awareness materials and identify if error was on our end or theirs. See if We can be credited amount or have them reprinted. –IEIC Co-chairs

ACTION: Continue to send Cami website links, publications, brochures and tool recommendations to cuhrich@lcsc.org – All IEIC members

4.2 Central Directory

DISCUSSION: No report at this time.

5. Budget Review

Discussion: Denny Ceminski shared the following budget table. The Notetaking fee is increased to \$600/per year. Total indirect fees are \$1,704.94.

Region IV IEIC Bdgt FY 13	Initial Bdgt	Expended	Remaining to be Expended in each area	
Total Budget	33,806.60	33,806.60		
Minus Budgeted and Expended		5,678.65	17,338.09	< Total Remaining
This Cell Should be Zero>>>	10,789.86			
Indirect	1,704.94	420.64	1,284.30	
Total of Lines below>>>	21,311.80	5,258.01	16,053.79	
Parent Stipend	1,200.00	-	1,200.00	
Note taking	600.00	400.00	200.00	
Public Awareness	7,726.00	4,851.51	2,874.49	
Child Find	11,590.00	-	11,590.00	
Communication Expenses	195.80	6.50	189.30	
			0.00	

6. List Serve/Local Community Partner Groups - Tabled

7. IEIC Region IV Web link on Lakes Country Service Cooperative

DISCUSSION: IEIC Region IV Web page link on Lakes Country Service Cooperative website reviewed. Link is listed under Programs and Services tab at www.lcsc.org. The page will include upcoming

meetings, agendas, achieved minutes, operating procedures, contact list, and a page for recommended links. LINK: <http://www.lcsc.org//Domain/106>

ACTION: Update website and email out link to website along with meeting minutes. –Cami Uhrich

8. Training/meeting updates and opportunities for members -Tabled

9. Resources: The CDC site offers materials, information, continuing education and resources at:

<http://www.cdc.gov/Learning/>

10. Updates by Denny Ceminksi, Lakes Country Service Cooperative

DISCUSSION:

Centers for Excellence update: Denny requested that the Region IV IEIC consider serving as a professional development council for the Centers of Excellence as this group would consist of the same demographic and professional areas as the IEIC. This group could meet for an hour before or after the IEIC meeting. Group unanimously agreed that those available would meet from 11:45-12:30 PM after the next scheduled IEIC meeting on March 19, 2013 on a trial basis.

Future 2012-2013 IEIC Quarterly Meetings:

03/19/2013 9:00 am-12:00 pm Lakes Country Service Cooperative –Fergus Falls, MN

06/18/2013 9:00 am-12:00 pm Lakes Country Service Cooperative –Fergus Falls, MN

09/17/2013 9:00 am-12:00 pm Lakes Country Service Cooperative –Fergus Falls, MN

ACTION: Invite Shawn Holmes & Kelly Munson to be invited to next IEIC meeting. –Nancy Jost

Motion to adjourn meeting. –Deb Hengel

Seconded Motion –Mindy DeGeer

Motion carried.

MEETING ADJOURNED at 12:04 PM