

# Meeting Minutes-State Interagency Team Meeting

Thursday, February 23 2017

2:00-4:00

**Location:** Hawthorn Conference Room

**Facilitator:** Cheryle Bilodeau

**Note Taker:** Amy Danielson

**Present:** Will Eberle, Cheryle Bilodeau, Amy Lincoln Moore, Diane Bugbee, Barb Joyal, Amy Danielson, Kathy Holsopple, Charlie Biss, Melanie D'Amico, Pam McCarthy, Monica Ogelby (by phone)

**Regrets:** Jennifer Gresham, Alicia Hanrahan, Cindy Tabor, Clare McFadden

Agenda Item	Discussion Notes	Next Steps
<p>Debrief T/A support to LIT's</p> <ul style="list-style-type: none"> <li>• Review Feedback from LIT Extravaganza</li> <li>• Save the Date has gone out for Oct. 20th</li> <li>• Discuss how to provide support to LIT's</li> <li>• Barre Visit</li> </ul>	<ul style="list-style-type: none"> <li>• Visit LITs to perform Act 264 trainings, and discuss SOC- Cheryle would like support doing these visits</li> <li>• Could Act 264 training be in our state learning management system?</li> <li>• LIT Extravaganza- who should do opening presentation? We need to decide if we want to invite AHS and AoE leadership again to open for the day.</li> <li>• Do we update Coordinated Service Plan? Do we form a workgroup? Last updated 2009. Need to make sure everyone knows to use updated plan when complete</li> <li>• Summary of first LIT visit (Barre) by Diane, Amy and Cheryle. <ul style="list-style-type: none"> <li>○ Well-functioning team <ul style="list-style-type: none"> <li>▪ Involved family well-</li> <li>▪ Welcoming, orienting, reaching for feedback</li> <li>▪ Members are committed, everyone shows up</li> <li>▪ There is mutual respect</li> <li>▪ How to have more family voice from LITs at next Extravaganza- perhaps have them role-play</li> </ul> </li> </ul> </li> <li>• Would like to understand does a case have to go to LIT in order to go to CRC? Ask this as we visit LIT's as there is variation around the state.</li> <li>• IFS regions don't have big LIT meeting with family- They visit family at home. This means when we visit we need to adjust our questions accordingly.</li> <li>• Should we have basic data points we track for each LIT? Cheryle could fill in for past two years without difficulty</li> </ul>	<p>Cheryle will follow up with Katie Whitney to see if Act 264 training can be offered electronically</p> <p>Revisit updating CSP – map process at next SIT meeting to move this forward</p>

	<ul style="list-style-type: none"> <li>• LITs are going to track CSPs? Yes, they are trying.</li> <li>• Do we want to track every CSP done in a district? What would that tell us? <ul style="list-style-type: none"> <li>• AOE keeps some records about CSPs – not sure how much they keep</li> <li>• Survey Act 264 Board sends to out annual survey to LIT. Get a poor response rate</li> <li>• Should we develop an electronic survey to track all CSPs in district?</li> <li>• SIT needs to support LIT’s in getting parent reps. <ul style="list-style-type: none"> <li>○ Next Steps: Could we think of families who have received services in the past and reach out to them?</li> <li>○ Visit LIT’s without parent reps to talk about how to think through having parent reps at the table.</li> <li>○ Could family members who have worked with Reach Up or have work requirements be asked?</li> <li>○ Reach out/put flyers at VFAPA conference and Vermont Adoption Consortium meeting in April. Also, put ads in all of our collective newsletters</li> </ul> </li> </ul> </li> </ul>	
<p>Family Voice at SIT and our process</p>	<ul style="list-style-type: none"> <li>• Family can talk with Cheryle before meeting</li> <li>• Family can call in to SIT to share information</li> <li>• Do we have the right plan for involving family? We had more discussion about this-: <ul style="list-style-type: none"> <li>○ Concerns about one of the referrals to SIT from December- two providers were able to speak to us directly, the other team members who work with youth every day did not have same access to SIT</li> <li>○ Was hard to hear from two families in one meeting- meeting was rushed</li> </ul> </li> <li>• How can Field Directors be a helpful conduit to SIT— support information flow—Will will follow up with Field Directors about this.</li> <li>• Be intentional about time on the phone when folks are calling in—our process of having family voice in the SIT process is evolving. We need to continue discussing how we do this in the best way possible for all involved— families and local teams.</li> </ul>	<p>Continue discussion as it is evolving.</p>