

## OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: Governor's Birth to 3 Interagency Coordinating Council			Attending: Council Members participating: Jonelle Brom; Simone DeVore; Jennifer Eggert; Sharon Fleischfresser; Jennifer Kelly; Katherine McGurk; Kristine Nadolski; Rosemarie Navarro-Red Hail; Deb Rathermel; Julie Walsh; Rebecca Wigg-Ninham; Terri Wixom; Traci Yackel  Public Participants: Tracey Stanislawski and Jacki Borchardt (Milwaukee County)  DHS State Staff: Autumn Knudtson; Kate Johnson; Molly Tull, Jesse Vail, Amy Pulda, and Nancy Bills
Date: 1/16/2019	Time Started: 9:00 am	Time Ended: 11:00 am	
Location: CONFERENCE CALL			Presiding Officer: Deb Rathermel, Part C Coordinator, Department of Health Services (DHS), Bureau of Children's Services

### Minutes

#### Welcome and Introductions:

- Julie Walsh (Acting Council Chair and Vice Chair) called the meeting to order at 9:00 am. She welcomed Council members, DHS staff and members of the public participating in the conference call.

#### Public Comments:

- Jennifer Kelly, Council Member, expressed her interest and support for having the ICC Council formally discuss her email dated October 5, 2018 regarding Birth to 3 program experiences and consider her written recommendations at a future meeting. Julie Walsh and Deb Rathermel both agreed that this should be added to the next regular meeting agenda.

#### Operational:

- Informally discussed that at the next regular ICC meeting a subcommittee be convened to review the ICC Council bylaws; and a separate nominating committee be established to assist the executive committee in discussing filling any existing member vacancies. The subcommittee and nominating committee will be made up of volunteer ICC Council members. Any interested members should contact either Julie Walsh or Deb Rathermel to volunteer.

#### DHS Updates: Deb Rathermel, Bureau Director, DHS Bureau of Children's Services and WI Part C Coordinator

- This meeting will focus on the review of the Annual Performance Report (APR) allowing for Council review, discussion and motion to approve the report.
- Members reviewed the APR Briefing Paper prepared by the DHS Bureau of Children's Services which included information on the following:
  - Overview of the APR Federal Requirement; APR Due Date and Formal Submission Process: Report to WI Legislators; Data for each FFY 2017 Indicator, target for each indicator, results 2016-17; and results 201-18; slippage 2017-18
- Members asked questions regarding the APR Report information which Deb Rathermel answered.
- MOTION:** made by Simone DeVore, seconded by Terri Wixom to approve the Birth to 3 Program Annual Performance Report (APR) FFY17 and submit report to the Office of Special Education. Motion passed unanimously without objection.
- After internal Department of Health Services review, the report will be submitted to OSEP by February 1, 2019

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Birth to 3 Program Interagency Coordinating Council Meeting

Next meeting:

- Scheduled for Wednesday, February 13, 2019 at the WI Department of Health Services Building, 1 West Wilson Street, Conference Room 751, Madison from 9:00 am to 3 p.m.
- Discussion of Jennifer Kelly's email will be added to the agenda
- Discuss establishing the two subcommittees referred to in the Operational section of these meeting minutes.

Adjournment:

- **MOTION** was made by Jennifer Eggert, seconded by Sharon Fleischfresser to adjourn the meeting. Motion passed unanimously without objection.

Prepared by: Nancy Bills on 1/31/2019.

These minutes are in draft form. They will be presented for approval by the governmental body on: 2/13/2019