

**Integrated Training Collaborative
Meeting Minutes
October 13, 2006**

Members Present:

Nancy Bailey	Carol Burke	Paula Gorman	Amy Russell Yun
Vicki Beatty	Jennifer Cave	Cori Hill	
Deana Buck	Adrienne Frank	Dianne Koontz Lowman	

1. **Welcome, Announcements, and Celebrations**-Members introduced themselves.
 - Welcome to new members, Amy Russell Yun from James Madison University and Paula Gorman from the I&TC of Fairfax-Falls Church.
 - Nancy reported that one of her friend's sons is flying a memory flight for Nancy's son, Seth, to raise funds for the Ronald McDonald House. Members can log on to www.rmhcincinnati.org to read more information. Congratulations, Nancy!
2. **Interagency Updates**

Dianne reported that plans are underway for the DOE Shining Stars conference which will be held July 11-13 at the Ramada Inn in Virginia Beach.
3. **2006-2007 Workplan**-Cori reviewed the 2006-2007 Scope of Work/Workplan (attached). Members had the opportunity to ask questions, get clarification, etc.
4. **General Updates:**
 - 1) **Calendar**-Cori is working closely with David Mills to add upcoming trainings, meetings, etc to the I&TC calendar. We discussed possibly adding a disclaimer that the trainings are trainings of possible interest but are not endorsed by the Part C office.
 - 2) **Job Postings**-Mary Ann Discenza had asked the ITC to consider the issue of personnel shortages. One issue the ITC discussed was posting jobs on the Part C website. This option will soon be available with a link from the DMHMRSAS website to the I&TC website. Job announcements can be sent to David Mills at the I&TC office.
5. **Subcommittee Updates**

1) Curriculum Review

a) New Trainer Orientation-This training was held on August 18, 2006 at Woodrow Wilson Rehabilitation Center. There were eight participants from across the state. The training was designed to train additional *Kaleidoscope, Level I and Level II* trainers to broaden the pool of trainers. Following the training, all eight trainers expressed an interest in becoming trainers. The trainers will observe and participate in KI or KII during this contract year and begin assisting as trainers.

b) Kaleidoscope I and II-The first KI was held on 9/18, 9/19, and 10/9 in Staunton. There were twelve participants. The next round of KI is scheduled for

10/25, 10/26 and 11/14 in Manassas. There are currently thirteen participants registered. Cori reported that we may be reaching the point that we have “caught up” with training any veteran service coordinators in the state who wish to attend KI. Registrants now may mostly be service coordinators who are new in their positions. This will be something to consider as we look at the grant for next year.

Writers are completing the revisions for KII to reflect IDEA 2004 and the supports and services approach. The first KII training for this grant year is scheduled for 11/30 and 12/1 in Roanoke. There are currently twelve service coordinators registered.

c) Autism-Following our last full ITC meeting in July, a small subcommittee of the ITC met on 7/17/06 and developed a proposal to conduct a statewide training to develop Communities of Practice in Autism. We would hire a national consultant for a one-day advanced level training for providers and families who would present on supports and services for children birth to four years with autism in community settings/natural environments. The consultant would spend a second day with six regional Community of Practice Leaders to plan and develop Communities of Practice throughout Virginia. During the next nine months, the Community of Practice Leaders would arrange Communities of Practice meetings related to autism in their localities. After one year, the national consultant would return to meet and assess progress, change, etc. This proposal is a collaborative project with the DOE Priority Projects in Autism and Early Childhood. Another subgroup from the ITC and the Priority Projects is “tweaking” the proposals and developing a budget. The proposal will go before the Autism Priority Project on 11/8/06 and to the Early Childhood Priority Project on 11/10/06.

Carol also reported that there was a meeting on 10/11/06 of the HJR 96 Autism Committee which is comprised of early intervention providers, Part C staff, families, Department of Education, etc. It will be important for the ITC to collaborate with this committee if this proposal is accepted. Carol noted that there was a question of whether student interns could assist with any work which is something we could explore.

d) System Managers training-Initially the ITC had discussed trying to plan a System Managers training this fall but members agreed to table this until spring. Carol, Nancy, and Deana expressed interest in assisting with this training.

2. Conference Planning

a) Location-Based on input from last year’s conference, the ITC decided to survey the field regarding locations for the conference. All of the options were explored. The decision was narrowed to three hotels: The Portsmouth Renaissance, The Williamsburg Marriott, and The Charlottesville Omni. All of these hotels had significant pros and cons and none of them offered the same educational grant or free meeting space that the Hotel Roanoke has offered for the past three years. (Note: The Hotel Roanoke was not investigated as an option). Cori presented all of this information at the VICC meeting in September. Cori was asked to explore whether the Hotel Roanoke had availability. Ultimately, Shirley Ricks made the final

decision to hold the conference at the Hotel Roanoke based on finances. The contract negotiations are underway with Hotel Roanoke.

b) Keynote-Dianne reported that the conference subcommittee discussed many different options for keynote speakers. A questionnaire was sent to the field requesting input and those options were all reviewed. Alicia Lieberman was initially invited to speak but she is not accepting speaking engagements through 2008. We are currently negotiating with Dr. Serena Wieder. It is the committee's hope that Dr. Wieder will present for a half-day session on March 19th. The Part C office has also invited Kathy Hebbler, a data expert from the ECO Center, to present. The committee hopes that she will be available on March 20th.

c) Publicity-Dianne reported that the "Mark Your Calendar" postcards were mailed on 10/10/06. The theme for this year's conference is *Creating Connections: Strengthening Partnerships between Families and Providers*.

d) Call for Proposals-Adrienne reported that the conference committee had discussed the Call for Proposals. Presenters will have the option of submitting for either a ninety minute or three hour session. The suggested topics will include: social-emotional development, play-based approaches, transition, and current trends and recent practices in early intervention. It was further noted that all presentations should be informative for families and providers. Cori will disseminate by 11/23/06. **(Update: Call for Proposal form was broadly disseminated via e-mail on 10/13/06).**

e) Cost-Carol reported on the cost for this year's conference. The Hotel Roanoke offers a "Meeting Day Package" per person that includes all meals, morning and afternoon breaks, continuous coffee and tea replenishing plus some AV equipment. For the past three years, the Hotel Roanoke has not changed the rate they have charged, knowing that our funds are limited. This year, the salesperson was not able to keep the rate the same but did negotiate for a lower rate for our contract than the typical rate for the "Meeting Day Package." However, the rate did increase from \$44.22 to \$55.63. With this in mind, members discussed conference registration fees. It was agreed that the fees would be as follows:

Family Member-\$70.00

Provider-\$90.00 if registered by early bird registration deadline

Provider-\$110.00 if registered after early bird deadline

Next full ITC meeting: January 12, 2007 from 1:00-3:00. Location to be determined.

Thank you for your commitment to children and families!