

**HAWAII EARLY INTERVENTION COORDINATING COUNCIL**  
**Quarterly Meeting**  
**November 29, 2017**

O‘ahu	Leiopapa a Kamehameha – State Office Tower, 235 South Beretania Street, DHRD Conference Room, 14 <sup>th</sup> floor
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**MINUTES**

**Members Present:** Jason Maga (Chair), Bobbie-Jo Moniz-Tadeo (Vice-Chair), Michael Fahey, Lori Goetas, Adam Huillet, Representative Bertrand Kobayashi, Keri Kobayashi, Doug Mersberg (pending appointment), Lauren Moriguchi, Sandra Pak, Toby Portner, Sharon Thomas, Kerrie Urosevich, Danette Tomiyasu

**Members Absent:** Daniel Buehler, Ashley Anne Diaz, Sabrina Kehau Golis, Senator Josh Green, Bernadette Lane, Lisa Lemon, Dayna Luka, Mary Jo Noonan

**Ex-Officio:** Matthew Shim, Patricia Hue, Charlene Robles

**Guest:** Daintry Baitoludus, Mandy Finlay, Chris Jackson, Ann Sasuga

**Staff:** Clayton Takemoto, Jiovanna Morley, Aya Aoki

TOPIC	DISCUSSION	DECISION/ FOLLOW-UP
<b>1. Call to Order</b>	Chair, Mr. Maga, called the meeting to order at 8:38 a.m. <ul style="list-style-type: none"> <li><i>a. Introductions</i></li> <li><i>b. Review Agenda</i> Agenda reviewed. No additions or comments.</li> <li><i>c. Review Minutes from May 31, 2017 Quarterly Meeting</i> Minutes were reviewed and approved.</li> <li><i>d. Review Minutes from August 30, 2017 Quarterly Meeting</i> Minutes were reviewed and approved.</li> </ul>	

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<p><b>2. Community Update</b></p>	<p><i>a. Update on Early Learning Board (ELB) – Mike Fahey</i></p> <p>Early Learning Board – new roles and responsibilities. A retreat is planned on Dec. 14 to discuss details of ELB, its function, implications for planning its work, its relationship with Exec Office of Early Learning, etc.</p> <p>Executive Office of Early Learning is planning to launch an Early Learning Strategic Plan in October 2018, in time for 2019 Legislative Sessions to request funding.</p> <p>Early Learning community and Kamehameha school system have a historically strong partnership. ELB plans to expand this partnership to move forward in Early Learning.</p> <p>Early Learning Evaluation by UH Center for Family in collaboration with HCAN – recommendations included: to increase the number of child care facilities, especially in areas where early learning programs are limited; to reduce out-of-pocket costs for parents while ensuring choice of programs and type of care for parents; to invest in skilled stable workforce; to address data-gaps and to invest in data infrastructure.</p> <p>The above discussion centered around: lack of facilities (need to develop more especially on DOE campuses); developing workforce, especially in toddlers and infants caregivers; conducting an assessment on accreditation for family childcare providers; Early Head Start is only serving 3% of children eligible, despite the Federal funding to the State; UH capacity is limited to train and produce staff; more providers and increased compensation needed; P-20 has hired a Program Coordinator to review and create Early Childhood Career Pathways in existing high school courses, and through Early Colleges.</p> <p>ELB Membership – ELB is still in search of a philanthropic organization representative as well as a center based program provider.</p>	
<p><b>3. Council Business</b></p>	<p><i>a. HEICC Reappointments and Vacancies – Aya Aoki</i></p> <ul style="list-style-type: none"> <li>• 20 of the 25 council positions are filled.</li> <li>• 5 positions need filling.</li> </ul> <p>- 3 parent vacancies (1 application pending at B&amp;C)</p> <p>- 2 EI provider vacancies (1 application pending at B&amp;C)</p> <p>Parent Applicants:</p> <ul style="list-style-type: none"> <li>- Craig Santos Perez: B&amp;C is vetting the application as of Nov 21.</li> <li>- Three other potential parents to fill two vacancies. An Oahu parent, Julian Cong-Viernes,</li> </ul>	

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	<p>referred by Kapiolani EI program has received application info on Nov 1. A Big Island parent, Lindsay Heller, referred by DOE SPED, has submitted application to B&amp; C on Nov 21. Another Big Island parent, Kuulei has received HEICC info and application info.</p> <p>EI Provider Applicants:</p> <ul style="list-style-type: none"> <li>- Dr. Adam Huillet from Tripler Army Medical Center, has received a letter of appointment from B&amp;C. Oath of Office was notarized today.</li> <li>- Doug Mersberg from Waianae Coast Early Childhood Services has agreed to become an Exec member and his appointment letter went to the Governor’s office on Nov 22.</li> <li>- Chair Mr. Maga requested Council members suggestions on possible replacement for Keri Kobayashi.</li> </ul> <ul style="list-style-type: none"> <li>• 7 other positions need appointments or reappointments being processed by B&amp;C, while all of them can continue to vote in their current status as designees or holdovers.</li> </ul> <p><b>b. Legislative Update</b></p> <p>Hawaii Children’s Action Network (HCAN) -<i>Mike Fahey</i>: 2018 Hawaii Children’s Policy Agenda will list all bills, policy changes, etc. related to children, in areas including education, economic stability, family unity, and health. HCAN will plan to bring the Policy Agenda to the Council for information and support.</p> <p>Early Childhood Action Strategy - <i>Kerrie Urosevich</i>: Will not be able to advocate for Children’s Policy Agenda during the 2018 legislative sessions, due to limitation on lobbying activities allowed. Will target the next session in 2019, with two registered lobbyists to support Action Strategy as well as HCAN/Policy Agenda.</p> <p>Chair Mr. Maga requested Council members to share information if there are legislative priorities that HEICC should be represented.</p> <p><b>c. HEICC Priorities Update</b></p> <p>To be addressed under Agenda item 4. Early Intervention Section Update.</p> <p><b>d. Public Comment Follow-Up</b></p> <p>Comment on EI Program not providing referrals: An incident was reported a few years ago. EIS conducted an investigation and the problem was solved.</p> <p>Question on the Salary Study availability to public: The study is in final draft and EIS will</p>	

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	share it when it is finalized.	
<p><b>4. Early Intervention Section Update</b></p>	<p><i>a. Part C Update – Charlene Robles (Refer to EIS Update handout)</i></p> <p>Robles updated that Deborah Jennings, who has been the Department of Education Office of Special Education (OSEP) state lead for a long time, has moved on and the new lead is Jennifer Barrett-Zitkus.</p> <p><i>b. Budget – Charlene Robles, Jiovanna Morley (Refer to EIS Update handout)</i></p> <ul style="list-style-type: none"> <li>• <i>Salary Study Update</i></li> </ul> <p>Morley reported that EIS has received a final draft of the salary study from Western Interstate Commission for Higher Education (WICHE) and EIS has incorporated the figures in the State budget request, with \$2.7 million increase (all to be applied towards EI services). Once the Study is finalized, it will be shared - date tbd.</p> <p>Robles clarified that this \$2.7 million is an additional request to the regular State general fund of approximately \$17 million. The State EI also receives about \$2.2 million from Part C Office of Special Education grant. Separate from the \$2.7 mil, EIS has also requested a budget for EI web-based data system.</p> <p><i>c. Vacant Positions – Statewide (Refer to EIS Update handout)</i></p> <p>Robles reported that vacancies exist across the state, some programs more than others, and encouraged HEICC members to refer providers to EI.</p> <p><i>d. State Systemic Improvement Plan (SSIP) Update (Refer to EIS Update handout)</i></p> <p>Robles shared that Sheldon &amp; Rush’s contract was extended within the original budget. The extension will assist EIS with establishing plans for Demo Site and Mentors to reach fidelity as well as sustainability plans.</p>	

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	<ul style="list-style-type: none"> <li>● <b>Workgroup Updates</b> <ul style="list-style-type: none"> <li>○ Professional Development Piloting a Mentor Observation Log and a Tracking Tool for Social-Emotional Objectives, and developing training modules for PSP Approach and Coaching Model.</li> <li>○ Fiscal               <ul style="list-style-type: none"> <li>➤ Staff survey – Completed Survey 3 (Employee Survey) and currently analyzing the results. Robles shared that the survey results show some key factors important to staff other than compensation, such as EI mission and guiding principles. The survey will inform and guide EIS as well as Program providers.</li> <li>➤ Tele- practice – Finalizing Procedural Guidelines and working on equipment order.</li> </ul> </li> <li>○ Data for Program Improvement Finalizing Child Outcomes process to improve data usage for program improvement.</li> </ul> </li> <li><b>e. Initiative and Activities</b> <i>(Refer to EIS Update handout)</i> No new initiative. Robles explained that EIS is focusing on existing initiatives such as SSIP, Salary Study, Tele-practice, Personnel Development, etc.</li> <li><b>f. Program Measures Dashboard with Complaint Summary</b> <i>(Refer to HEICC Program Measures at a Glance Dashboard handout)</i> Robles reviewed the Dashboard measures.</li> </ul> <p>Urosevich suggested that referral forms that have Hawaii Keiki Information Service System (H-KISS) be revised to ensure referrals are received by Early Intervention Referral Line (previously known as H-KISS). She inquired if Child Find is included in SSIP, given a large discrepancy between the number of children with special needs and what special needs programs including EI have been able to support to date.</p>	

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	<p>Robles explained that Child Find is part of EI program under IDEA Part C, while it is not included in SSIP which focuses on Social Emotional skills improvement. Takemoto shared that all community partner programs that conduct developmental screenings are asked to referral to EI. as appropriate.</p> <p>Urosevich shared that Action Strategy and DOH (Keiko Nitta) are finalizing the Screening and Referral Guidelines for providers and will disseminate when it is available. Keiki Central is under development – this is a one-stop online database accessible via mobile phone, tablet, and PC, to streamline services and programs available locally for families (searchable by zip code). It will also have a call-in number for families, in case they have problems using the database. 808Youth also has a database, mostly for older children. Action Strategy is working in partnership with them, to avoid any duplications.</p> <p>Urosevich asked if EI receives input from families that are receiving EI services. Robles shared that EIS conducts Family Surveys and can share them with the group, if interested.</p> <p>Maga requested EIS to share the approved budget trend over the last few years as well as the latest budget at the next meeting. He also requested EIS to put together and share the results of Staffing Surveys I, II, and III with the HEICC.</p> <p>Fahey reminded that if the Governor’s office would not be able to fund the web-based data system request, HCAN and partners can submit a testimony for hearing on the on-going bill.</p> <p>Mersberg suggested that a brief factsheet explaining what the data system, its objectives, target audience, etc. would be useful for Council members to advocate the needs of such Database.</p>	<p>Urosevich and Aoki to share the Screening and Referral Guidelines with the HEICC members [to be available in Jan/Feb 2018].</p> <p>Robles to share the Family survey with the members at the next meeting.</p> <p>Robles to share the recent years approved budget trend and Staffing Survey results analysis when they become available.</p> <p>Robles to draft a factsheet on proposed EI Database, in consultation with Mersberg.</p>
<b>5. Public Comment</b>	No public comment.	

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<p><b>6. Announcements</b></p>	<ul style="list-style-type: none"> <li>• <i>Early Intervention Stakeholders Meeting on Dec 5, 2017.</i></li> </ul> <p>Robles shared that this meeting will be an opportunity to review EI performance indicators in various areas, discuss problem solving, and make recommendations for improvement in the system.</p> <p>Fahey shared areas/indicators to be discussed at the Stakeholders’ Meeting and that these meetings in previous years have made an impact on improving the Part C (DOH EI) to Part B (DOE) and other types of transitions.</p> <p>Goeas inquired if any of the current APR targets would expire. Robles explained that they will be reviewed and discussed at the annual Stakeholders’ Meeting.</p> <p>Portner inquired how families are informed about options available after Part C and how to access them. Robles and group discussed that Care Coordinators are familiar with locally available options, however, it is also up to the partners to update any programmatic or administrative changes in a timely manner. Keiki Central, once up and running, could be another resource. Transition support in community can be done through Sequenced Transition to Education in the Public Schools (STEPS) team.</p> <p>Pak shared how Children’s Mental Health program is supporting Elementary to Middle School transitions for older children through Moving to the Middle School (M&amp;M) fairs. The M&amp;M fairs are school-based, giving families opportunities to meet key people at the next school level, tour the school, ask questions, and prepare. However, it only works with schools that have M&amp;M initiative. How can EI learn/build up on this type of initiative? STEP also used to host transition fairs.</p> <p>Maga suggested to review and streamline some transition related data and information at future HEICC meetings to continue discussion.</p>	
<p><b>7. Future Meeting</b></p>	<p>The next Quarterly Meeting will be on February 28, 2018.</p> <ul style="list-style-type: none"> <li>• <i>Council Meeting Location</i></li> </ul> <p>Takemoto shared that the next year’s meetings are expected to be held in Kamamalu Building (1010 Richards Street) basement conference room. Confirmation will be sent to the members prior to the meeting.</p>	

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<b>8. Adjourn</b>	Maga adjourned the meeting at 10:12 am.	