

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
May 2nd, 2023

O'ahu	Zoom Meeting
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MINUTES

Members Present: Kerie Urosevich (Chair), Bonyen Colunga, Catherine Abellera, Sharon Thomas, Doug Mersberg

Members Absent: N/A

Ex-Officio: Stacy Kong

Guests: Sharon Imanaka

Staff: Jeffrey Lee

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
I. Call to Order	<p>Chair, Urosevich, called the meeting to order at 10:09 a.m.</p> <p><i>a. Welcome/Introductions</i> Completed</p> <p><i>b. Review Agenda</i> Completed</p> <p><i>c. Review Minutes from February 13, 2023 Executive Committee Meeting</i> Completed and approved.</p> <p><i>d. Review Minutes from March 2, 2023 HEICC Quarterly Meeting</i> Completed</p>	<p>Executive meeting minutes approved at 10:15 am</p> <p>March 2, 2023: Quarterly meeting minutes; Fix multiple periods in the Early Learning Board update section.</p>
II. Early Intervention Section Update (10:20-11:50)	<p><i>a. Part C Update</i> Kong reported:</p> <ul style="list-style-type: none"> • State Performance Plan (SPP)/Annual Performance Report (APR) clarification period was from April 11 – April 26, 2023. The updated report was submitted on April 26, 2023. • Part C Grant application due May 2023. 	

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	<p><i>b. Budget</i> Kong reported:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 35%; text-align: center;">EIS Funding Source</th> <th style="width: 15%; text-align: center;">Budget</th> <th style="width: 15%; text-align: center;">Current Expenditures</th> <th style="width: 35%; text-align: center;">Balance</th> </tr> </thead> <tbody> <tr> <td>FY23 State General Funds Period: 07.01.22 – 06.30.23</td> <td style="text-align: right;">\$23,279,848</td> <td style="text-align: right;">\$13,925,410</td> <td style="text-align: right;">\$9,354,438</td> </tr> <tr> <td>FY23 Federal Part C (Phase 23) Period: 07.01.22 – 09.30.23 Tydings: 10.01.23 – 09.30.24</td> <td style="text-align: right;">\$2,433,483</td> <td style="text-align: right;">\$848,117</td> <td style="text-align: right;">\$1,520,974</td> </tr> <tr> <td>FY22 Federal Part C (Phase 22) Period: 07.01.21 – 09.30.22 Tydings: 10.01.22 – 09.30.23</td> <td style="text-align: right;">\$2,369,091</td> <td style="text-align: right;">\$914,312</td> <td style="text-align: right;">\$1,454,779</td> </tr> <tr> <td>*FY22 Federal ARPA Period: 07.01.21 – 09.30.22 Tydings: 10.01.22 – 09.30.23 Liquidation: 10.01.23 – 01.28.24</td> <td style="text-align: right;">\$1,218,273</td> <td style="text-align: right;">\$515,420</td> <td style="text-align: right;">\$621,896</td> </tr> <tr> <td>FY23 Total Budget</td> <td style="text-align: right;">\$26,867,212</td> <td style="text-align: right;">\$15,288,947</td> <td style="text-align: right;">\$11,497,308</td> </tr> </tbody> </table> <p>Kong stated that she made a change to the way the budget was being presented and asked if everyone felt that it would be more helpful to report on the budget in the new format which breaks down the ARPA funds. Urosevich agreed that it would be helpful to report it out in this manner. Urosevich asked that we get feedback on the ideas on ARPA funds through a round robin in chat at the Quarterly meeting. Kong stated, if the group has specific questions on items outside of the ARPA funds we can ask Ian Tholen to join and do a presentation at the next quarterly meeting.</p> <p>Urosevich asked, where does the monies received for positions when the positions are vacant go. Kong stated that most of those funds go to direct services because EIS can project how much of those funds would be accumulated. It also goes to unexpected expenditures.</p>	EIS Funding Source	Budget	Current Expenditures	Balance	FY23 State General Funds Period: 07.01.22 – 06.30.23	\$23,279,848	\$13,925,410	\$9,354,438	FY23 Federal Part C (Phase 23) Period: 07.01.22 – 09.30.23 Tydings: 10.01.23 – 09.30.24	\$2,433,483	\$848,117	\$1,520,974	FY22 Federal Part C (Phase 22) Period: 07.01.21 – 09.30.22 Tydings: 10.01.22 – 09.30.23	\$2,369,091	\$914,312	\$1,454,779	*FY22 Federal ARPA Period: 07.01.21 – 09.30.22 Tydings: 10.01.22 – 09.30.23 Liquidation: 10.01.23 – 01.28.24	\$1,218,273	\$515,420	\$621,896	FY23 Total Budget	\$26,867,212	\$15,288,947	\$11,497,308	
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	<p>*ARPA funds: In timing period and funds must be expended by 09.2023.</p> <ul style="list-style-type: none"> ○ Encumbered & expended <ul style="list-style-type: none"> ▪ ~4K telepractice equipment ▪ ~50K CSPD Evaluation/Data Analysis ○ Encumbered <ul style="list-style-type: none"> ▪ ~530K indirect costs for POS programs ▪ ~110K Database ▪ ~56K WICHE Salary Study ▪ ~12K Part C Fiscal Forum ○ In process <ul style="list-style-type: none"> ▪ ~112K BDI-3 (evaluation training, kits and protocols) ▪ ~70K BDI Accessories (tablets, stylus, cover/bag) ▪ ~50K Infant Mental Health Training & Reflective Supervision/Consultation ▪ ~3K Bus advertisements ● Ideas <ul style="list-style-type: none"> ○ Building maintenance cost – ECSPs (~100K) ○ CSPD Coordinator (~30K) ○ Windows 11 equipment for testing (~5K) ○ Translation ○ Office Equipment (e.g., fax machines) <p>c. Vacant Positions – Statewide</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Category</th> <th style="width: 15%;">Total Positions</th> <th style="width: 15%;">Total Vacant</th> <th style="width: 40%;">Notes</th> </tr> </thead> <tbody> <tr> <td>DOH EIS Admin Office</td> <td style="text-align: center;">37</td> <td style="text-align: center;">10</td> <td>27% vacancy, Q2 vacancy was at 27%</td> </tr> <tr> <td>DOH CC Assigned to POS</td> <td style="text-align: center;">13</td> <td style="text-align: center;">2</td> <td>15% vacancy, Q2 vacancy was at 14%</td> </tr> <tr> <td>DOH State EI Programs (3 Programs)</td> <td style="text-align: center;">32</td> <td style="text-align: center;">12</td> <td>38% vacancy, Q2 vacancy was at 38%</td> </tr> </tbody> </table>	Category	Total Positions	Total Vacant	Notes	DOH EIS Admin Office	37	10	27% vacancy, Q2 vacancy was at 27%	DOH CC Assigned to POS	13	2	15% vacancy, Q2 vacancy was at 14%	DOH State EI Programs (3 Programs)	32	12	38% vacancy, Q2 vacancy was at 38%	
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	POS Contract EI Programs (15 Programs)	166.7	41.6	25% vacancy; Q2 vacancy was at 24%	
	<p><i>d. Legislative Bills</i></p> <ul style="list-style-type: none"> • HB1296: DOH, Early Intervention Services, Workgroup, Deaf and Hard of Hearing Children – DID NOT PASS Purpose: Establishes an early intervention (EI) service working group withing the Department of Health to study and recommend strategies to assist and support deaf and hard of hearing children, including best practices in Ei and education, and implementation strategies. DOH supports the bill with amendments: <ul style="list-style-type: none"> ○ Include an EIS representative on the workgroup. ○ Include a parent of a child who is deaf or hard of hearing on the workgroup. ○ Appropriated funds needed for expenses of the early intervention services workgroup. <p><i>e. State Systemic Improvement Plan (SSIP) Update</i> HEICC members are welcome to join any EIS workgroup:</p> <ul style="list-style-type: none"> • Timely MDE/IFSP/Services (Indicator 1 & 7) • Child Outcomes (Indicator 3) • Family Outcomes (Indicator 4) • Child Find (Indicator 5 & 6) • Transition (Indicator 8) • Professional Development & Technical Assistance (Indicator 11 – SSIP) • Fiscal: Staffing (Indicator 11 – SSIP) • Monitoring & Accountability (Indicator 11 – SSIP) <p>Kong stated that the SSIP workgroups will give a brief update. The annual performance report (APR) workgroups will be focused on in the breakout rooms. APR workgroups will give a brief update prior to the breakout rooms. Urosevich asked how do we make a</p>				

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	<p>concentrated strategy on the top 3 APR workgroups. Kong stated child find and Family outcomes are the 2 main focuses. We would like HEICC members to be engaged and involved in the process. They are always invited to join the workgroups.</p> <p>Mersberg stated that he feels having the workgroups present at the HEICC quarterly is a good idea. It will give insight to the members into what is going on behind the scenes.</p> <p>f. Initiatives and Activities</p> <ul style="list-style-type: none"> • Data System Update-Terminated contract with the vendor that was working on the database. There was an issue with security that the vendor was not willing to address. EIS will be exploring different systems as well as how we will pay for it. <p>Mersberg asked what are the lessons learned from this experience? Kong responded that the language in the contract needs to be very clear and the other thing is that we want to be sure that a system meets our needs. We will be working with national technical assistants who has a whole framework around getting a database and what you need in that database. Mersberg asked, will the funding for the database be new funding or was there left-over funding from the old database? Kong stated that new funding will need to be found. Thomas added that Medicaid funds may be able to be accessed. Urosevich asked via chat, can we use any of the ARPA dollars? Kong responded, it depends on the timing, however, it is such a short timeframe that it most likely isn't possible.</p> <ul style="list-style-type: none"> • E-Signature-Still being worked on and it is almost completed. • Training for Infant Mental Health and Reflective Supervision-the first cohort is starting up. <p>g. Program Measures Dashboard with Complaint Summary <i>[Refer to HEICC Program Measures at A Glance Dashboard and Early Intervention Section handouts]</i></p> <p>Kong suggested to the council that they change the way this section is completed. She asked if it would be better if people looked over the data dashboard and ask questions</p>	

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	<p>they had so that more time could be used in the breakout rooms. Urosevich agreed, but asked Kong if there was anything that stood out to her in the dashboard. Kong replied, yes, there has been an increase in referrals, but it isn't a good thing for programs who are understaffed. In timely MDE's and IFSP's there was a decrease due to vacancies. Urosevich added that she would like early intervention to put together a strategy of what they would like HEICC to support in terms of the vacancies. HEICC can help develop the refine the strategy.</p>	
<p>I. Discussion to set Agenda for May 24, 2023 HEICC Quarterly Meeting II. (11:50-12:05)</p>	<p>a. Calendar (2023 Meeting Schedule) Kong noted that the meeting schedule had an error. November 20th meeting and should reflect November 29th.</p> <p>b. Legislative Update Urosevich reported that Medicaid professional fees are now included in the budget. The downside to the Medicaid professional fees is that it does not support children or providers that provide special services. Thomas added that she thinks it was more of a focus on primary care.</p> <p>Urosevich reported, Senate bill 1351 will most likely not pass.</p> <p>House Bill 547- worker subsidy infant toddler failed.</p> <p>House Bill 1296- relating to Early intervention hearing has failed.</p> <p>c. Early Learning Board (ELB) Update The Early Learning Bill has passed and starting July 1st ELB will be revamped and HEICC representation will be removed.</p> <p>d. HEICC Priorities Update & Discussion Urosevich stated that there should be an ad hoc committee related to recruitment and retention. This will focus on how HEICC can help push for increased funding for early intervention to be used towards vacancies.</p>	

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	<p><i>e. Updates on HEICC/Exec Committee Appointments and Vacancies</i> Mersberg announced that his last day will be May 31st, 2023. The council will need to find a replacement for him.</p> <p><i>f. APR Workgroup to Lead Small Group Discussions in Breakout</i> Kong stated that the APR workgroups will present updates at the meeting with a focused breakout on child find and family outcomes.</p>	
<p>III. Public Comment (12:05)</p>	<p>No public comments</p>	
<p>IV. Adjourn (12:05)</p>	<p>Chair Urosevich adjourned the meeting at 12:05 pm.</p>	