

**Integrated Training Collaborative  
Meeting Minutes  
January 12, 2007**

**Members Present:**

Nancy Bailey	Carol Burke	Cori Hill	Mary Voorhees
Vicki Beatty	Bev Crouse	Dianne Koontz Lowman	
Deana Buck	Heidi Faustini	Tina Staton-Chapman	

**1. Welcome, Announcements, and Celebrations-**Members introduced themselves.

- Nancy announced that her granddaughters had birthdays!
- Vicki announced that the 2<sup>nd</sup> Annual Wide Open Doors conference will be held on May 5<sup>th</sup> and 6<sup>th</sup>. Registration is available at:  
<http://www.woolridgeroad.org/Default.aspx>
- The Shining Stars conference will be held July 11-13, 2007 in Virginia Beach. The Call for Papers has gone out and is available through T/TAC online.

**2. Interagency Updates-**none to report

**3. Subcommittee Updates**

**1) Curriculum Review**

**a) Kaleidoscope I and II-**Cori reported that the first KI for this grant year was held in September and October in Staunton. There were 12 participants. The second KI was held in Manassas in October and November. There were 16 participants. Each of these trainings had a maximum capacity of thirty registrants. The first KII training for this grant year was held in Roanoke in November. There were seventeen participants (Maximum capacity was fifty.) These numbers indicate that after four years of crossing the state, we may have saturated all of the veteran service coordinators who plan to attend the trainings and we are now training new SCs as they are hired. This should be a consideration as we factor the number of trainings into next year's grant.

Additionally, the Virginia Policies and Procedures are currently out for public comment (until 1/29/07). The revisions include additional training requirements for all providers. These requirements will have a large impact on the ITC grant deliverables.

**b) Autism-**Cori reported that the funding was approved for the Communities of Practice in Early Intervention grant proposal that was collaboratively developed by ITC members, DOE Early Childhood and Autism Priority Project members. The funding will be divided between Part C and the DOE Priority Projects.

Members discussed the proposal and the logistics of the conference. It was suggested that, due to the timing with the *Creating Connections* conference, budgets, planning, etc, we request that the conference be held in late summer or early fall. This would allow time to prepare since the national consultant has not yet been contacted. Cori will talk with Mary Ann Discenza about possibly changing the time of the conference.

Cori did request a list from Carol Schall and she provided the following names (in this order):

1. Irene Schwartz (University of Washington)
2. Lise Fox (University of Southern Florida)
3. Maureen Conroy (VCU)
4. Amy Weatherby
5. Rose Iovannone
6. Glenn Dunlop
7. Lynn Kagel (Mary also recommended her and may have a contact who could assist with this)

**c) System Managers Training-**At the recent Part C staff meeting, the System Managers' Training was listed on the calendar for June. Cori noted that this would have to be completed in early June to be completed within our grant year. The Part C office would like all system managers to attend. Topics will include: APR, SPP, the local contract, and information about oversight of the local system. Deana agreed to assist with the planning of this training. Tentative dates: June 12<sup>th</sup> or 14<sup>th</sup>. Cori will e-mail other System Managers for assistance in planning this training event.

**d) Child Development Module-**Dianne is making revisions to the module and Carol is serving as a reviewer. Upon completion, Cori will take it to the person in charge of marketing at VCU and we will begin the process of preparing it for sales.

## **2) Conference Planning**

**a) Brochure/Registration-**The brochure was mass mailed on 12/15/06. The link on the Partnership website at VCU went live on 1/9/06. Cori agreed to mail the link [www.vcu.edu/partnership/ITC](http://www.vcu.edu/partnership/ITC) to all system managers and members of the IHE as the brochure is not yet available on the Part C website.

Following an e-mail from a professor at Radford University inquiring if there could be a reduced rate for students, conference subcommittee members agreed to offer students the discounted rate of \$70.00. It was agreed that this supported the ITC's mission to enhance preservice opportunities for students and collaborate with members of institutes of higher education.

**b) Call for Proposals-**The committee met and reviewed the proposals on 12/16/06. The acceptance letters will be mailed this week.

**c) Agenda-**Carol and Cori developed a tentative agenda based on feedback from the conference committee. After discussion with the hotel events' coordinator, we will be able to have an extra room for lunch so we moved Kathy Hebbeler's keynote session on March 20<sup>th</sup> to mid-morning. She will also provide two concurrent sessions. Nancy has a possible suggestion for a parent who may be able to co-present with a state level person on the session we are temporarily calling "Medicaid 101." Beth is working with DMAS in hopes of finding a presenter for that session.

**d) Door Prizes-**Mary reported that she believed that DEC was going to contribute funds for door prizes. She agreed to confirm. (Update: DEC graciously donated \$250.00. Lynn Wiley has graciously agreed to coordinate purchasing door prizes and making baskets.)

**e) Give Away Gift-**Cori received a suggestion from the field that we give away badge holders. Members looked at catalogs and selected retractable badge holders.

**f) EI Awards-**The nominations closed on 1/8/07. We do not have as many nominees in each category as we did last year. Cori will set up a meeting with the Awards Review committee within the next few weeks. Dianne and Adrienne agreed to review the nomination form and send Cori ideas to make the form more objective for next year.

**4. Grant for Next Year-**Cori and Deana reported that they met with Tera Yoder from the Partnership and Mary Ann Discenza to discuss the grant for next year. There was discussion about aligning the ITC grant with ideas and suggestions from Sue Mackey-Andrews and Karleen Goldhammer. Much of the emphasis was on provider training for supports and services and web-based modules. Cori emphasized the gifts, talents and networking that occurred at the ITC. Members asked if there was going to be a larger budget to support the suggested activities.

**5. Personnel Shortage Issues-**Carol, as CoCoA liaison, shared a request about pursuing the possibility of establishing a program that would pay for college coursework in return for commitment by the graduate to work in the field of EI for a certain number of years. Mary reported that there has been a similar grant through the US Dept. of Education. The grant was for working with students birth to age 8 and students received full tuition for two semesters as well as a stipend each semester if they signed an agreement to teach in a setting that served children with disabilities for two years after graduation. This could be an early intervention or ECSE setting or a K-Grade 3 general education class that includes children with disabilities. Mary reported that only one student has accepted an early intervention position from this grant. The majority of students have accepted ECSE positions. Mary agreed to send information about the grant. Cori agreed to discuss the concern at the Institute of Higher Education (IHE) meeting on 1/29/07.

**6. Other Business-**none

**Next meeting: Thursday, April 12, 2007 from 1:00-3:00 p.m. (location to be announced)**

**Thank you for time and energy!**