

## Minutes: Iowa Council for Early ACCESS Committee Meeting

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### Details

November 18, 2011  
Time: 9:30 a.m. to 3:30 p.m.  
Place: Adventureland Inn, Altoona, IA

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### Attendees

**Present:** Gladys Alvarez, Marty Andera, Margaret Baker, Michael Bergan, Raymond Brownsworth, Paula Connolly, Gina Greene, Gretchen Hageman, Julie Hahn, Angela Hance, Susan Maude (1/2 day), Heather Morman, Janet Stauss, Scott Stran, Kim Thomas, Kasey Vermillion, Robert Anderson  
**Staff:** Jodi Bruce, Julie Curry, Dee Gethmann, Aryn Kruse, Rae Miller, Chris Rubino, LauraBelle Sherman – Proehl, Meghan Wolfe  
**Absent:** Jodi Angus, Daryl Beall, Nicol Kleespies, Debra Waldron

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### Call to order

Julie Hahn called meeting to order. Quorum was established.

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### Introduction

Introductions were made among members.

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### Approval of previous minutes

Julie Hahn – May minutes still not approved as they cannot be located. Paula Connolly made a motion to approve the September minutes, Gina Green seconded the motion; September minutes were approved.

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### 2011-2012 ICEA Slate of Officers

Gladys Alvarez made the motion to approve the slate of officers, Michael Bergan seconded the motion; the slate of officers was approved. The slate of officers is as follows:

#### 2011-2012 Executive Committee Slate of Officers

Chair – Julie Hahn  
Vice Chair – Heather Moorman  
At Large – Michael Bergen  
Parent – Paula Connelly  
IDPH – Gretchen Hageman  
DHS – Wendy Rickman  
CHSC – Debra Waldron  
DE/Lead Agency – LauraBelle Sherman-Proehl  
Ex-Officio – Julie Curry

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### Family Story

A mother shared her family story through a music video. The video was based on a radio recording interview that discussed the joys and challenges of her daughter's development.

### Purposed Rulemaking

Julie Curry introduced Thomas Mayes, legal consultant for the Iowa Department of Education.

Thomas Mayes discussed the Part B rules have been totally revised, if Part C rules are organized the way that Part B rules have been, the new law will be easier to navigate.

Thomas presented a handout outlining three major changes: Referral timelines, evaluation and assessment timelines, and evaluation and assessment procedures.

### Performance Report Indicators

Julie Curry divided the Council into two groups to provide stake holder input for indicators C4 (Family Outcomes) and C8 (Early Childhood Transition). Each group had the opportunity to review the data and share stakeholder input with state staff for each of the indicators. Julie Curry collected the stakeholder input for the preparation of the Annual Performance Report (APR).

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### Council Priority Work—Data Informed Decision Making

Ann Bailey of North Central Regional Resource Center reviewed previous work with the IT KIT, Thinking Through Improvement training. Highlights included:

- The PIER process
  - P – Prioritizing areas for improvement
  - I – Identifying improvement activities
  - E – Evaluation Process and Impact
  - R – Reporting Results
    - Addressing multiple areas identified for improvement:
    - Develop a consensus building process
    - Consider local context
    - Identify the magnitude of need
    - Determine how best to proceed given available resources

A *target* is a quantitative measure that describes a desired level of performance within a specific time period. A *benchmark* is a performance level that can be measured on the way to achieving a target.

- Target and benchmarks should be :
  - Specific
  - Measurable

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- Achievable, but manageable
  - Relevant to the area of improvement being addressed
  - Time-related
  
  - Preparing to report:
    - Determine *who* needs to know:  
Audience identification  
Critical stakeholders
    - Identify *what* they need to know  
Craft the message  
Present in an organized manner
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### Announcements

Julie Hahn asked if there were any announcements.

The Public Policy committee reported that they will be meeting via conference call to discuss input for the rule changes.

The Governor's Report Committee said that a draft will be ready for the December 14<sup>th</sup> Executive Committee and the Council will have a copy at the January meeting.

Julie Hahn announced that she will be working on a project funded by an EDHI grant.

LauraBelle Sherman-Proehl announced that the Race to the Top grant for 38 million dollars was submitted in November and that we will be notified in December if Iowa will receive the grant.

Julie Hahn reminded the Council to review Signatory Agency reports. Heather Moorman reported great progress her daughter is making.

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### Adjournment

A motion was made by 3:36pm to adjourn the meeting by Heather Moorman; Kasey Vermillion seconded the motion. Meeting adjourned.

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