

Date: 12.10.09	LPCC Subcommittee Meeting: Public Relations & Child Find
Attendance	Jillian Condon, Angie Merryman, Wendy Kaplan – Community, Melissa Maj - Community
Review of Meeting Minutes	Minutes reviewed.
Policy Change	Jillian reviewed the FS Proposed Policy Change regarding Cost Participation, have reviewed with coordinators about discussing co-pay process and deductions for families to reduce their co-pay, process for notifying families has yet to be specified, SPOEs will also focus on making sure family contact information is current to ensure that all families are receiving their statements from CSC, Wendy also mentioned that possibly families can look into community resources for assistance with their FS bills that are outstanding (such as Salvation Army, Community Partners, Catholic Family Charities, trustees, Northwest Indiana Community Action)
Review Developmental Information	Jillian reviewed the developmental checklist that will be given to families at health fairs and to other agencies. Checklist reviewed and corrections made.
	Currently, Candy Forsythe is assisting with LPCC activities, focusing on child find activities such as mailings of FS information to agencies, attending Health Fairs, she also attends Step Ahead meetings.
	Regarding attendance at meetings, Jillian discussed the option of using an online meeting system such as DIM DIM which is also used at the State level for meetings for some the SPOE Supervisors meetings, Jillian will send out an email regarding this option and if it may be used for the next meeting.
	Jillian provided handouts of family surveys from 2 other clusters, discussed ideas about what questions should be included in developing a survey for the SPOE, also discussed options such as conducting them by phone rather than as a mailing because few are returned via mail, also having separate surveys for the intake and annual, draft will be put together for review.
meeting date schedule	Next Meeting at 9:30am at First Steps office.
Announcements	

NORTHWEST INDIANA FIRST STEPS

Public Relations & Child Find Committee

December 10th, 2009

Agenda



1. Welcome & Introductions
 2. Review of June/Septmeber Meeting Notes
 3. Proposed Policy Change – Cost Participation
 4. Review Referral Data – SPOE Report
 5. Review Developmental Information – Final Draft
 6. LPCC Assistant – Candy / Child Find
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Next Meetings:

Oversight Council – Feburary 10th at 9:00am @ the First Steps office

Public Relations & Child Find – March 11^h at 9:30am @ the First Steps office

***All meeting dates can be found on the local website at www.nwifs.org on the Events page.**