

Florida Interagency Coordinating Council

for Infants and Toddlers (FICCIT)

Quarterly Meeting Action Status Report

January 2011

Action	Person(s) Responsible	Date Due	Outcome
Post September Meeting Notes to the web	Tameka Footman	ASAP	Complete
Update membership list with application status, and post on website	Tameka Footman	ASAP	Complete
Letter to Department of Health requested that more than one Early Steps staff be allowed to attend the meetings	Executive Committee	On-going	
The committee recommends that the Early Steps State Office (ESSO) research the possibility of offering training in a format that would allow the learner the option of printing the training material	ESSO		
Committee to draft a letter from the chair to distribute with annual reports and draft thank you letter to distribute to families.	Outreach/Collaboration	1/26/11	Complete
ESSO to send Family Stories Collection form in ESSO Weekly Memo along with guidance for obtaining family stories.	ESSO		
ESSO to allow representation from OCC committee to join conference call for Service Coordinators and Family Resource Specialists to request solicitation of family stories.	ESSO	1/26/11	
ESSO to send web Update form to all members with each future meeting announcement.	ESSO		On-going
ESSO to request that Local Early Steps invite parents to upcoming FICCIT meetings in West Palm, Tallahassee and Melbourne with flyer provided by committee.	ESSO	1/26/11	Complete

ESSO to request that presentations for FICCIT from Local Early Steps in West Palm and Melbourne include families.	ESSO	1/26/11	Complete	
ESSO send list of Council vacancies including required positions and parents representation to committee for posting on Membership page of Website.	ESSO/Tameka Footman	1/26/11	Complete	
Jeanne Boggs to schedule meeting, to coincide with June FICCIT meeting, with governor's staff, FICCIT chair and selected FICCIT members to advocate for FICCIT and the importance of appointing members.	Jeanne Boggs			
ESSO to allow FICCIT table at the Early Steps family function at the Family Café for the purposes of membership recruitment and collection of stories.	ESSO	1/26/11	Complete	
Council to approve travel expenses for Sharon Paul to travel to the Family Café	FICCIT Council	1/26/11	Complete	
OUTSTANDING ITEMS FROM LAST MEETING				
Allow executive committee to draft a letter to Dr. Ana Viamonte Ros requesting that federal funds set aside for FICCIT stakeholder be utilized for that purpose	Judy Corso, Cynthia Fuller, Roni Bader-Tables	ASAP	In progress	
Request for Lorraine Allen to be placed on the agenda for the Early Steps Directors Conference Call to provide an overview of the McKinney-Vento Homeless Education Act as it pertains to homeless children (ages 0-3)	Lorraine Allen Outreach/ Collaboration Committee	Spring 2011	Pending-tentatively scheduled for April	
Include Captioning and/or streaming for future training materials including webinars for deaf and hard of hearing to increase inclusive practice	ESSO	Ongoing	ADA Compliance to be determined	
Present Executive Committee with a sample letter of support for the Home Visiting Grant in order for them to add their support	Lynn Marie Price Executive Committee	ASAP	In progress	