

**Region 2 Help Me Grow /IEIC Minutes  
January 15, 2015**

**Members Present:**

Candy Malm/Chair PAWN

Stacie Petterson /ECFE/Learning Readiness, @ Clearbrook-Gonvick

Bryanna Chilton/ WEHHA @ White Earth Reservation

Kim Williams/ BRIC

Connie Jorgenson/ PHN, Red Lake

Deb DeWenter/ Region 2 PDF

Jennifer Kondos/ Bemidji Area Schools ECSE

Jess Swedberg/ Red Lake Schools ECSE

Stephanie Hubbard/ Special Education Director @ Bemidji Area Schools

Sarah Kjono / Mahnomen Public Health

DAnne Johnson/ ICCC Head Start

Angela Soyring/ White Earth Head Start

**Welcome and Introductions**

A) Recorder of Minutes: Deb DeWenter

B) Approval of November 5, 2014 Meeting Minutes: Candy emailed November minutes to team for review. November 5 meeting minutes were discussed by team. No corrections were needed. Jen K motion to approve minutes. DAnne Johnson second. Minutes approved from November.

C) Additions to Agenda:

1. Agreement with Thrive regarding Interstitials agreement (Kim Williams).
2. Update on December 19 training for practitioners (Kim Williams)

D) Review email and contact list: completed by team members

**2) Old Business**

A) Referral data:

Kim reviewed referral data information submitted by local leaders to assist in capturing referral data over time. \* A copy of the referral data will be included and attached to the meeting minutes.

B) . OAE and training. Several questions were raised regarding OAE and what will/should be happening. Stephanie indicated several Bemidji staff members attended statewide training as part of Region 2 team. No information has been reported to date regarding this training. Stephanie will check and follow up. Suggestion made to have this team attend April HMG meeting to review information provided at statewide training for teams. Sara Kjono provided some general information regarding OAE to team members .

### **3) New Business:**

A) Review and update operating procedures:

Operating Procedures were presented by Kim and reviewed by team.

#### **Areas of discussion included:**

1. Maintenance of documents at BRIC. Candy & Kim will work with Angie to set this up.
2. Process for changing Operating Procedures. This will be continued and reviewed again in April.
3. Membership Discussion: Candy reported County and School Board members no longer a requirement as members.
4. Operating Procedures will be changed as noted and attached for members.
5. Rotation procedures for members attached to minutes
6. Operating Procedures will be completed and ready for membership approval by April 2015 meeting date.

B) Review MDE Evaluations done by ICC:

Candy sent this information with January agenda for members to review. Report was discussed and reviewed by team members. Candy highlighted the information contained in Key Findings. Areas highlighted included: rural vs metro, National HMG campaign, ICC definition and focus, MDE support, concerns regarding losing local connections, parent support and involvement. Members are encouraged to review this document.

C) Bills & Reimbursements

1. Current expenditures were discussed. A percentage of 2014 dollars were designated for bus advertising. Budget currently has about \$6,000 to be disbursed before end of fiscal year.
2. Discussion/suggestion made to research using remaining dollars to provide training for regional practitioners. Suggestions included: upcoming ACES conference, Summer Institute, Brain Conference. Scholarship and training ideas will be researched and discussed in April.

3. Sara Kjono will participate in state IEIC workgroup.

D) Other/additions to agenda:

1. Kim made a motion to accept the agreement with Thrive for Region 2 HMG members Interstitial use. Copies will be made and sent to team members as indicated. Motion accepted.
2. Short discussion regarding December 19 training for Region 2 Part C practitioners. Donna Miller provided Meeting 1 in a 3 part series for Part C focusing on evaluation, functional goals and working with challenging families. Evaluations indicated it was useful information for practitioners providing Part C services. Part 2 will be February 23 in Bemidji.

**Next Meeting Date: April 15, 2015**

**Items for agenda:**

- 1) Budget Allocations FY 2015
  - Bus signage is it generating referrals? Extending locations for signage to areas that were not serviced 2014.
- 2) Possible scholarships for regional service providers to attend upcoming regional trainings FY15.
- 3) Thrive conferences
- 4) Finalize changes for Operating Procedures

Team members are encouraged to access Region 11 HMG site to explore what materials are available for reproducing or using in local areas . The following information will assist in accessing this link.

Help me grow materials have been developed by region 11 IEIC  
([http://www.ecsu.k12.mn.us/programsServices/specialEducation/Region11IEIC\\_OrderHMGOutreachMaterials.html](http://www.ecsu.k12.mn.us/programsServices/specialEducation/Region11IEIC_OrderHMGOutreachMaterials.html)) and these materials have been approved by the Minnesota Department of Education for use by other regions around the state.