



## WV Governors Early Intervention Interagency Coordinating Council FINAL Minutes – Wednesday, January 21, 2026 Zoom

**Members Participating Virtually:** Wendy Altizer, Katie Arbaugh (for Tina Wiseman), Diane Callison, Cindy Chamberlin, Emily Church, Lesley Cottrell, Naomi Creer, Brittany Doss, Rhea Dyer, Dr. Beth Emrick, Lisa Fisher, Susan Given, David Gustke, Garland Holley (for Christy Donohue and Stacey Shamblin), Tiffany Kiess (for Janie Cole), Brenda Lamkin, Michael Malone (for Alan McVey), Dr. Jennifer McFarland-Whisman, Wendy Miller, Erin Morrison, Holly Rinehart, Amanda Spencer (for Lorie Bragg), Bridget Waltz, Brittany Willard, Sheila Womack, Mel Woodcock (for Teresa Marks), and Stephanie Young

**Members Excused:** Jessica Bohman, Trina Clark

**Members Absent:** Dr. Breanna Adkins, Kristian Ball, Kaitlyn Lucas (for Elizabeth Hardy), Angel Kennedy, Jackie Newson, Kristi Walter

**Guests:** Shannon Baldwin, Jennifer Chase, Jessica Dempsey, Alyson Edwards, Katie Heidel, Lori Lawson, Sherry Maynor, Toni McKinley, Candice Mullins, Stephanie ODell, Susan Rispress, Melissa Saddler, Kristy Stout, Kately Thaxton

**Staff:** Sara Miller, and Sheila Zickefoose

Agenda/Topic	Discussion/Activity	Decisions/Next Steps
<b>Welcome and Introductions</b>	Naomi Creer opened the day with a welcome and request for introductions. Each Council member and guest in attendance introduced themselves and their role.	
<b>Lead Agency Update</b>	<p>Mel Woodcock, Stephanie O'Dell, Jessica Dempsey, and Kristy Stout provided the January overview of the Annual Performance Report (APR). Mel thanked everyone for participation and encouraged the group to ask questions and provide comments on the data provided.</p> <p>Mel also announced that Gainwell Technologies, WV Birth to Three (WVBTT) Central Finance Office, has let informed the state office that it is time to enhance password security. A new system for passwords is currently being tested, and plan is to roll out new password security protocols in February 2026.</p> <p>Mel went on to note there are new representatives on the council and gave an overview of the data included in the APR, highlighting all the Regional Administrative Unit's work behind the scenes to enter data to ensure high-quality data for analysis. For 16 years in a row WVBTT has met the highest standard for compliance. Stephanie shared the draft data reviewed today for the 2024 APR which reflects July 1, 2024, through June 30, 2025. All data analysis was completed between October 2025 and January 2026. She added that the APR submission will take place in February. The report will be reviewed and any clarifications needed can be made through April 2026. The final data will be available June 2026.</p>	

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<p><b>Lead Agency Update – Continued</b></p>	<p>Stephanie added that the ICC is the primary stakeholder group, and the input and feedback is highly valued. In 2021, ICC helped develop the targets that are currently used for the performance reports each year.</p> <p>Indicator 1 measures what percentage of Infants and Toddlers with Individualized Family Service Plans (IFSP) receive service in a timely manner (in WV timely is defined as 30 days after consent in the IFSP). Data from June 2025 was reviewed, which indicates 91.8% of children received IFSP services within 30 calendar days, with the target being 100%.</p> <p>Discussion: Someone asked why the numbers have been so high with a decrease now. Stephanie stated that practitioner shortages caused most delayed services with high caseloads. Missing documentation has been identified as an issue since switching to an electronic child record.</p> <p>Indicator 2 measures the percentage of Infants and Toddlers who primarily receive services in their home or community-based setting, the target is 99.9% and they are at 100%. Stephanie did note that the number of children receiving services in a community setting has doubled from 48 to 97 children, the state is continuing to look at more data to determine the cause for the increase.</p> <p>For Indicator 3, Child Outcomes, data is still being processed and is being reviewed for 3,055 children with complete data child outcome data. Indicator 3A measures infants and toddlers who show positive social emotional skills. 3,069 children's data were measured. Indicator 3B measures infants and toddlers who show acquisition and use of knowledge of skills. 3,073 children's data were measured. Indicator 3c measures infants and toddlers who show use of appropriate behaviors to meet needs. 3,067 children's data were measured. For Outcome 1, of those children who entered the program below age expectations, the percentage that substantially increased their rate of growth in Outcome 1 by the time they exited was 67.9%. For Outcome 2, of those children who entered the program below age expectations, the percentage that substantially increased their rate of growth in Outcome 2 by the time they exited was 78.4%. For Outcome 3, of those children who entered the program below age expectations, the percentage that substantially increased their rate of growth by the time they exited was 79.7%. The percentage of children who were functioning within age expectations in Outcome 1 by the time they exited was 66.0%. The percentage of children who were functioning within age expectations in Outcome 2 by the time they exited was 56.8%. The percentage of children who were functioning within age expectations in Outcome 3 by the time they exited was 65.1%. Stephanie shared an example of the Child Outcome Summary Form calculations. Stephanie went on to share the calculation formulas for summary statements. For Outcome 1, 67.8 substantially increased their rate of growth by the time they turned three years old or exited the program. 66% exited within age expectations in Outcome 1. For Indication 3A1, positive</p>	

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<p><b>Lead Agency Update – Continued</b></p>	<p>social-emotional skills (including social relationships), 67.88% substantially increased their rate of growth by the time they turned 3 years old or exited the program, with the target set at 64.15%. For Indicator 3A2, 65.98% of infants and toddlers were functioning within age expectations in each outcome by the time they turned 3 years old or exited the program, with the target set at 62.79%. For Indication 3B1, which is acquisition and use of knowledge and skills (including early language/communication), 78.39% substantially increased their rate of growth by the time they turned 3 years old or exited the program, with the target set at 74.11%. For Indication 3B2, 56.82% of infants and toddlers were functioning within age expectations in each outcome by the time they turned 3 years old or exited the program, with the target set at 52.83%. For Indicator 3C1, 79.73% substantially increased their rate of growth by the time they turned 3 years old or exited the program, with the target set at 77.0%. For Indicator 3 C 2, 65.15% of infants and toddlers were functioning within age expectation in each outcome by the time they turned 3 years old or exited the program, with the target set at 64.72%. Mel added that most skills in Indicator 3 were motor skills and impacted the most by COVID previously.</p> <p>Discussion: Lesley Cottrell inquired if there is quality control when the form may be completed incorrectly. Stephanie stated that they do not directly address because most of the time there is lost contact, and individuals do not feel comfortable making assumptions to complete the document. Mel added they are at 98% for entry and exit data, so they are planning to begin work on quality of data.</p> <p>Indicator 4 is Family Outcomes identifying the percentage of families participating in Part C reported that early intervention services have helped the family know their rights; effectively communicate their children's needs; and help their children develop and learn. The state staff mailed 2,105 surveys with 190 being returned by US Mail. 55 completed the online form, and 57 completed a phone survey. 302 total surveys were completed and returned. In 2022 they included a QR Code to increase response. 55 people completed the online form this year. Most responses come in by mail (190). Phone call follow ups were continued for 2 quarters out of 4 quarters this year. Indicator 4A, the percentage of families participating in Part C who report that early intervention services have helped the family know their rights, was 94.2%, with the target set at 85.0%. Indicator 4B, the percentage of families participating in Part C, reports that early intervention services have helped the family effectively communicate their children's needs, was 96.35%, with the target set at 85.19%. Indicator 4C, the percentage of families participating in Part C who report that early intervention services have helped the family help their children develop and learn, was 95.03%, with the target set at 84.81%.</p> <p>Discussion: Bridget inquired if emailing the survey is possible. Stephanie stated that it is time to figure out different strategies to increase response rate. The state staff will brainstorm potential ideas that they have the capacity to do. Stephanie said it may be simple as switching the population they are surveying - families in the program instead of families</p>	

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<p><b>Lead Agency Update – Continued</b></p>	<p>done with the program. Sherry asked if they were instructed on how to use the QR code with one device. Sherry stated this could be a barrier. Wendy Miller added that they get much better responses in texting than email and phone. Stephanie stated they plan to explore options for texting and completing the survey within the Family Portal.</p> <p>Indicator 5, the percentage of infants and toddlers age birth to one year old with IFSPs was 3.90%, with the target set at 2.58%. For Indicator 6, the percentage of infants and toddlers age birth to 3 years old with IFSPs was 8.51%, with the target set at 5.04%. WV has one of the highest rates in the nation of children served under the age of one and one of the top in the nation for serving children under the age of three. The 2024 Child Count was 4,308 for a single day count, with the aggregate count being 8,346.</p> <p>Indicator 7, a compliance indicator, is the percentage of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and initial IFSP meeting were conducted within Part C's 45-day timeline. Indicator 7 was 97.38%, with the target set at 100%.</p> <p>Indicator 8, another compliance indicator, is the percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency was:</p> <ul style="list-style-type: none"> <li>A. Developed an IFSP with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler's third birthday. Indicator 8A was 100.0% with the target set at 100.0%.</li> <li>B. Notified (consistent with any opt-out policy adopted by the State) the State educational agency (SEA) and the local educational agency (LEA) where the toddler resides at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services. Indicator 8B was 99.30% with the target set at 100.0%.</li> <li>C. Conducted the transition conference held with the approval of the family for at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services. Indicator 8C was 100.0% with the target set at 100.0%.</li> </ul> <p>Indicator 11 is the percentage of infants and toddlers with IFSPs who demonstrate improved positive social emotional skills (including social relationships). Which was 67.88%, with the target set at 62.72%.</p> <p>Indicator 12 is a new indicator starting last year about findings of non-compliance. There were zero findings of non-compliance in Indicators 1, 7, and 8b for the fiscal year 2023.</p> <p>Stephanie explained that in 2027 a new package will be released for State Performance Plan/Annual Performance report where baseline/targets will be revised for 2026 through</p>	

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<p><b>Lead Agency Update – Continued</b></p>	<p>2030. Stakeholder involvement is required in target setting, therefore WVEICC input will be sought in 2027. Stephanie shared her contact information if anyone has questions.</p> <p>Kristy Stout provided an update on WVBTT professional development activities, including courses available including live webinars and courses in Canvas. She gave an overview of some of the changes in course scheduling. Some of these changes included the Pyramid Model training was offered as a cohort a couple times each year, it has been transitioned to self-paced courses. The team is brainstorming how to promote these trainings more. Early Start Denver Model (ESDM) had one cohort that completed this training, with 3/6 practitioners completed the training. The professional development team is working to build the library of courses in Canvas, from previously recorded webinars. During this fiscal year, some new and revised training has been released, including Child Outcomes Summary, and Supporting the Transition from WVBTT. A new implementation team was established, a called promoting positive interactions and relationships. The team includes state and RAU staff, EIS providers, home visitation, and ITMH. They have planned training for parents and caregivers on social emotional development and offer them almost every month.</p> <p>Jessica Dempsey went into dispute resolution. She went over definitions of written/signed complaints, mediation requests, and due process complaints. Six formal written/signed complaints were received between July 2024 and June 2025. Zero complaints resulted in issuing findings of noncompliance. One complaint was withdrawn by the complainant. Five complaints were dismissed by WVBTT due to not meeting all complaint requirements. Zero mediation requests were received during this timeframe. Zero due process complaints were received during this timeframe.</p>	
<p><b>Committee Reports</b></p>	<p>Assistive Technology</p> <ul style="list-style-type: none"> <li>Wendy Altizer shared on the AT update. The committee met this month to move forward in plans for training in AT and review 5 or 6 options for a library system. They have submitted a statement on the best ways to serve children and are waiting to hear back from the state. The first scheduled training course should be in April.</li> </ul> <p>Child Care</p> <ul style="list-style-type: none"> <li>Tiffany Kies shared the CC update. The committee was charged with exploring best practices for caregiver coaching and developing training. Kristy will share the draft with Mel for review. Next meeting will be February.</li> </ul> <p>Finance/Eligibility</p> <ul style="list-style-type: none"> <li>This group broke into two groups. Katie Arbaugh shared on FE. They are currently collecting data related to families in WVBTT and what their financial situation is when reviewing fee for participation. They have discussed supporting service coordinators in collecting data. There is a RAU directors' meeting where they can provide support on</li> </ul>	

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<p><b>Committee Reports – Continued</b></p>	<p>that data collection. Emily Church covered eligibility. They discussed the current eligibility criteria and discussed referrals. They discussed neonatal abstinence syndrome and the potential of it being within the criteria. They are meeting again in January.</p> <p>Service Coordination</p> <ul style="list-style-type: none"> <li>Emily Church shared during the last SC meeting tailoring three of the national <a href="#">Knowledge and Skills for Service Coordinators</a> competency standards for WV to present at the next meeting. They met with Kristy who provided an overview of standard WVBT training as well.</li> </ul>	
<p><b>Review of Minutes</b></p>	<p>Naomi Creer facilitated a review of the November 2025 minutes. Michael Malone suggested an edit to a typographical error.</p>	<p>The motion was made by Brittany Willard, seconded by Dr. Jennifer McFarland-Whisman and the Council voted to approve the minutes as corrected.</p>
<p><b>Public Comment</b></p>	<p>Naomi Creer called the Council to order at 9:41am and there was no one present for the public comment period.</p>	<p>Emily Church motioned to move on from public comment.</p>
<p><b>Other Business</b></p>	<p>Bylaw Review - Sheila Zickefoose provided a draft of Bylaws in November 2025. There was a request from the council to review the Bylaw draft. Right after the first of the year, Sheila scheduled a lunchtime opportunity for suggestions and questions, with additional edits proposed during this opportunity. The revised document is shared today. Sheila highlighted the edits suggested at the beginning of the month.</p> <ul style="list-style-type: none"> <li>In Section 4 edits were made to clarify the process for a proxy.</li> <li>Under membership review they changed language about recommendation for replacement if member misses three or more consecutive meetings.</li> <li>Under the membership committee section, the edit was made to provide clarification and guidance to the membership committee if a nominee was perceived as not a good fit. Edits were also made to provide guidance on the number of ICC members who can sit on committees.</li> <li>In Section 7 edits <ul style="list-style-type: none"> <li>were made that the work of the committee is recommendations and not decisions.</li> <li>clarifications were made for participation expectations for council members and guests. The active participation definition was edited to include dependents being present, along with a proxy definition being added.</li> </ul> </li> <li>Discussion – <ul style="list-style-type: none"> <li>Katie Arbaugh asked if a proxy is allowed for anyone. Sheila explained designee versus a proxy, who can be for any governor appointed member.</li> <li>Wendy Miller asked how to clarify who guests are at virtual meetings. A suggestion was made for guests to change their name in Zoom or identify them</li> </ul> </li> </ul>	

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<p><b>Other Business - Continued</b></p>	<p>as guests in introductions. Mel and Sheila addressed access to the documents for each meeting between council members and guests, identifying clarification needs to be made on what documents would be available to all attendees.</p> <ul style="list-style-type: none"> <li>Wendy Miller added asked for clarification on the formality of the initials throughout the document. Sheila stated that the full name should be listed and the abbreviation as "ICC."</li> </ul> <p>Sheila stated they will need to provide the draft document to the ICC 30 days before asking for a vote to accept the revised bylaws. Due to the January edits voting to adopt the revisions to the Bylaws will occur at the March meeting. Mel added that the draft minutes should only go to the council members to be approved before they are shared with guests and the public. Discussion took place on whether a guest could edit their public comment after meeting minutes are in their final version.</p> <p>Updated Resources – Sheila provided an updated RAU map and WVBTT State staff technical assistance map.</p> <p>Brittany Willard shared on The Epic IEP training that will take place February 14, 2026, in Huntington, WV</p>	
<p><b>Adjournment</b></p>	<p>There being no further business for the Council today, the requested a motion to adjourn the Council.</p>	<p>Dr. Jennifer McFarland-Whisman, made the motion to adjourn and was seconded by Holly Rinehart and the Council unanimously voted to adjourn at 12:15 pm.</p>