



# GATEWAYS TO OPPORTUNITY®

## Illinois Professional Development System

### Family Specialist Credential Committee Meeting

January 6, 2016

10:00 am – 3:00 pm

Minutes

#### Attendees:

|                |                  |                  |                   |                |
|----------------|------------------|------------------|-------------------|----------------|
| Bill McKenzie  | Heather Seitz    | Joni Scritchlow  | Stephanie Hellmer | Tricia Desmond |
| Diane Scruggs* | Jamilah Jor'dan* | Kennye Westbrook | Tami O'Daniel     |                |

\*denotes co-chairs

**Welcome** – *Jamilah Jor'dan and Diane Scruggs, co-chairs*

#### Announcements

- Vanessa Rich – Deputy Commissioner for the Department of Family Support Services has passed away.
- Committee voiced concerns regarding the continuation of the Illinois budget impasse and the affect it is having on social service agencies across the state. Many locations throughout the state have implemented furlough days, staff layoffs, and some are closing. The budget impasse is greatly affecting higher education.
- Dr. Thomas J. Calhoun is the President of Chicago State University as of January 4, 2016.
- Stephanie Hellmer is now a Coordinator for Professional Opportunities and Development at INCCRRA with a focus on pilot credentials.

#### Approval of December 4, 2015 Minutes

- Motion to approve minutes made by Heather Seitz.
- Motion seconded by Kennye Westbrook.
- Motion passed and minutes approved.

#### Review Gateways Family Specialist Credential (FSC) Portfolios – Attachment A

- ER #10 – approved FSC Level 5.
  - Southern Illinois University entitled route applicant.
- #38 – approved FSC Level 5.
- #53 – approved FSC Level 5.
- #61 – approved FSC Level 2.
  - The cover page initially listed #161, however this file is for applicant #61.
- #62 – approved FSC Level 5.
- #69 – approved FSC Level 4.
- #72 – approved FSC Level 5.
- #76 – approved FSC Level 5.
- #112 – approved FSC Level 2.
- #114 – approved FSC Level 5.
- #122 – approved FSC Level 3.
- #124 – approved FSC Level 3.
- #129 – approved FSC Level 5.

- #130 – approved FSC Level 5.
- #131 – Needs to submit a copy of a High School diploma or GED.
  - Education and training and work experience have been approved.
  - Once applicant submits a copy of a High School diploma or GED, INCCRRA can award the FSC Level 3.
- #138 – approved FSC Level 4.
- #145 – approved FSC Level 5.
- #147 – approved FSC Level 2.
- #153 – approved FSC Level 5.
- #154 – approved FSC Level 5.
- #160 – approved FSC Level 5.
- #163 – approved FSC Level 5.
- #166 – approved FSC Level 5.
- #176 – approved FSC Level 5.
- #180 – approved FSC Level 5.
- #183 – approved FSC Level 5.
- #188 – approved FSC Level 3.
- #198 – approved FSC Level 5.
- #202 – approved FSC Level 5.
- #203 – INCCRRA to request the Family Advocate job description.
  - Education and training have been approved.
  - INCCRRA staff will email the committee a formal job description for approval. If approved, #203 will be eligible for the FSC Level 5.
  - Update - #203's job description was approved 1/13/16 by committee email responses.
- #211 – approved FSC Level 5.
- #212 – approved FSC Level 5.
- #217 – approved FSC Level 5.
- #220 – approved FSC Level 5.
- #229 – approved FSC Level 5.
- #230 – INCCRRA to request the Family Advocate job description.
  - Education and training have been approved.
  - INCCRRA staff will email the committee a formal job description for approval. If approved, #203 will be eligible for the FSC Level 5.
  - Update - #230's job description was approved 1/13/16 by committee email responses.
- #233 – approved FSC Level 4.
- #235 – approved FSC Level 5.
- #245 – approved FSC Level 5.
- #248 – approved FSC Level 3.

**Continuation of Gateways Family Specialist Credential (FSC) Portfolios – Attachment A**

- #10 – Billing Specialist work experience not approved.
- #30 – INCCRRA staff will request a written job statement from the applicant on direct work experiences with families or previous work experience.
- #42 – INCCRRA staff will request a written job statement from the applicant on direct work experiences with families or additional previous work experience.
- #65 – Administrative Assistant. Work experience and job description does not indicate direct work experiences with families. INCCRRA staff will request a written job statement from the applicant on direct work experiences with families or additional previous work experience.

- #118 – Child Care Resource Specialist. Work experience and job description does not indicate direct work experiences with families. INCCRRA staff will request a written job statement from the applicant on direct work experiences with families or additional previous work experience.
- #142 – Site Director. Work experience and job description does not indicate direct work experiences with families. INCCRRA staff will request a written job statement from the applicant on direct work experiences with families or additional previous work experience.
- #158 – Work experience is fairly new. INCCRRA staff will request a home visit log, parent-teacher conference log etc. as verification of “family related” work experience hours.
- #190 – ECE teacher. Job description does not indicate direct work experiences with families.
- #196 – approved FSC Level 5.
- #226 – Food Preparation Volunteer hours not approved.
- #231 – Infant Toddler Specialist. Work experience job description does not indicate direct work experiences with families. INCCRRA staff will look at internship/practicum hours for Chicago State University for “family related” work experience hours.

Review of 51 Family Specialist Credential applications resulted in 39 recommended for approval.

- Motion to approve credentials made by Bill McKenzie.
- Motion seconded by Heather Seitz.
- Motion passed and credentials approved.

#### **Gateways Family Specialist Credential – Direct Route Survey Data – Attachment B**

- The survey was sent to all direct route applicants on November 18, 2015 with a response date of November 25, 2015.
- A second notice was sent to those who have not responded with a response date of December 15, 2015.
- 93 direct route applicants responded.
  - 36 were awarded a credential.
  - 57 have not been awarded a credential.
- Overall responses were positive with confirmation of committee’s initial credential requirements. Further discussion of recommendations for change will take place during the February 3, 2016 committee telenet.

#### **Course Description – Packet 16 – Attachment C**

- Committee will review and respond with to content areas by Wednesday, January 13, 2016.

#### **Gateways Family Specialist Credential Report Draft – Attachment D**

- The committee briefly reviewed the draft outline.
- INCCRRA staff will begin to draft each section of the report for the committee to review.

#### **FY16 Meeting Dates**

- |                               |              |                    |
|-------------------------------|--------------|--------------------|
| • Wednesday, February 3, 2016 | Telenet      | 1:00 pm – 3:00 pm  |
| • Friday, March 4, 2016       | Face to Face | 10:00 am – 3:00 pm |
| • Wednesday, April 6, 2016    | Telenet      | 9:00 am – 11:00 am |
| • Thursday, May 5, 2016       | Telenet      | 9:00 am – 11:00 am |

*\*June meeting TBD*

**Attachments available upon request.**