

Approval on 11/29/07

**STATE INTERAGENCY COORDINATING COUNCIL ON EARLY
INTERVENTION**

**EXECUTIVE COMMITTEE MEETING
September 20, 2007**

MEMBERS PRESENT:

Arleen Downing, M.D.

Theresa Rossini

Gretchen Hester

Rick Ingraham, Designee for Terri Delgadillo, Director DDS

Beverley Morgan-Sandoz

Raymond M. Peterson, M.D

Elaine Fogel Schneider, Ph.D.

MEMBERS ABSENT:

Jim Bellotti, Designee for Jack O'Connell, Superintendent of Public Instruction

Toni Doman

Marie Kanne Poulsen, Ph.D.

Debbie Sarmento

OTHERS PRESENT:

See Attachment A.

WELCOME AND INTRODUCTIONS:

Teresa Rossini called the meeting to order at 10:00 a.m. and self-introductions were made.

REVIEW OF AGENDA:

The agenda was reviewed and approved with the following additions:

- Rick Ingraham will present Lead Agency Update instead of Kevin Brown.
- "ICC placemat, By-laws and Mentoring" were added under #6, Parent Leadership Ad Hoc report;
- "Response by the ICC" was added to Public Input Protocol under #10, Other Business; and
- "Invitation to Institutes" was added under #10, Other Business.

APPROVAL OF MAY 2007 EXECUTIVE COMMITTEE MEETING MINUTES:

The May 2007 minutes were approved as submitted.

LEAD AGENCY UPDATE:

• **Progress on 2005 ICC Recommendations Since May**

Rick Ingraham walked the Committee through a document showing DDS' response to ICC Priorities, Outcomes and Recommendations. The complete list of recommendations and current status of the DDS response begins on page 174. Theresa Rossini reiterated that simple questions about DDS'

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response to the recommendations can go directly to DDS; however, significant issues should come through the Executive Committee.

- **OSEP Response to State Performance Plan (SPP) & Annual Performance Report (APR)**

OSEP's response to California's Annual Performance Report and revised State Performance Plan are on page 149. The letter, which people were encouraged to read in conjunction with the Part C Coordinator's letter on page 3, finds that California needs intervention in meeting the requirements of Part C of the IDEA.

Because California's longitudinal data, which would have given a much clearer picture of program progress and successes, did not fit into OSEP's reporting template, DDS was required to provide other data less useful in showing the whole picture. And, although California's APR and SPP were submitted within 60 days of receiving the federal reporting instructions, one of the factors influencing OSEP's determination was that the report was 14 days late.

The large states, four of which received OSEP's "Needs Intervention" rating, were especially challenged by data requirements for child outcomes being changed 3 times in 14 months. DDS will provide information about the three large states who received higher rankings at the next meeting.

DDS will not appeal the OSEP findings; choosing instead to use its limited resources to continue providing critical services to children and families and continue making improvements in our reporting processes.

- **California's Response to Proposed Regulations**

Dr. Peterson asked people to review DDS' response to Part C proposed regulations. If more time had been allowed for the initial review, the ICC would have established a task force to review and offer comments as well. However, because there wasn't time, and none of the public meetings were held in California, Mac encouraged everyone to review the DDS comments. One of the hot items still being discussed is when the 45-day timeline starts. One proposal is that it will begin when parental consent is obtained. Advocates oppose this on the grounds that it may delay services. When significant revisions are required as the result of comments received, regulations must go out for subsequent public review and comment. Part B regulations have been revised and re-released for a second comment period.

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STANDING COMMITTEE WORK PLANS:

- **Committee Priorities and Timelines**
Committee work plans and progress will be reviewed prior to the next Executive Committee call. All Committees will be submitting recommendations by May 2008.
- **Committee Assignments**
No additional assignments were made to Committees.

PARENT LEADERSHIP AD HOC WORKGROUP:

Gretchen Hester shared a memo from the Parent Leadership Ad Hoc Committee making recommendations, some of which are described in the agenda item on page 160. The workgroup recommends amendments to the ICC By-laws to:

- Include “disability” as a factor to be considered in appointing members, if it is possible to add factors to be considered for ICC Members. (Article IV, Section 2(A)).
- Add a new Section 3 to Article IX, stating the “ICC committee representation will reflect the cultural and disability diversity of families served by Early Start.”
- Add a new Section 4 to Article IX, specifying that while efforts will be made to determine reasons for absences and to assist community representatives to continue participation, after three consecutive unexcused absences, the community representative may be excused from service.

Changes discussed today will be incorporated into an action item for the next meeting. The one concern expressed is that changes not delay or impede the process of filling vacancies or appointing community representatives.

The Parent Leadership Ad Hoc Workgroup also recommended establishing a Membership Committee to process Community Representative Applications. They suggest that members would include one member from PAC and one from FRSC along with Theresa Rossini and a representative from DDS. This group will clarify the existing process (e.g., who can recruit, is it open or is there a particular time period, what are specific needs of Committees, etc?) before recommending changes.

Consistent with the Parent Leadership Ad-Hoc recommendation, a small Ad-Hoc Committee consisting of Elaine Fogel Schneider, Theresa Rossini, and Rick and/or Kevin will look at the Community Representative application issue. Mac believes that appointments can be made by the next meeting. Therefore, the action item for the next meeting will not include this item: it will only include proposed changes to the By-laws.

COMMUNITY REPRESENTATION:

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A list was provided of current applicants for Community Representative positions. Mac asked Committee Chairs to look at the list and get back to him about the needs of their Committees. It was noted that no one is currently responsible for responding to applicants to let them know their application has been received. DDS will send letters to current and new applicants once decisions are made regarding appointments.

REVIEW OF SEPTEMBER 2007 ICC AGENDA:

- **Action Items**

- **ICC Annual Report for 2005-06**
- **2008 Meeting Schedule**

Mac asked everyone to review the Annual Report and Meeting Schedule prior to tomorrow's meeting. Mac pointed out that approval of the annual report indicated that Mac could sign off on the final report prior to submission to OSEP.

ICC SPECIAL PRESENTATIONS

September 2007 – The MIND Institute was not able to present on Autism at this meeting. Instead, Rocio de Mateo Smith will present on developing leadership in underserved communities.

November 2007 – Respite Panel will present in San Diego. The FRSC met to discuss this in August and the minutes from that meeting are on page 211. FRSC will finalize plans for the panel today. Contact Stephanie Meyers for information about this presentation.

2008 Meetings - Presentations on Autism; Proposition 63, the Mental Health Initiative; and Identifying Infants & Young Children with Developmental Disorders in the Medical Home will be scheduled for meetings during 2008. The Autism presentation will be scheduled for a Sacramento meeting.

OTHER BUSINESS

- Public Input Protocol - The proposed protocol on page 162 was not approved during the Executive Committee conference call because Mac was not there and had not been at the meeting where it was discussed. Rick requested that language regarding media-enhanced presentations be very clear that DDS can provide media equipment IF equipment is already at the meeting or if it is available for check out from DDS. He suggests adding "if available" language to make it clear that DDS will not always be able to provide this type of support.
- Elaine raised a question about oral and written comments becoming part of the public record. The workgroup felt that this just makes people aware of the fact that the information they are providing becomes part of the public record. It was suggested that *"in compliance with the Bagley-Keene Act,"* be added.

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It was also suggested that response to issues raised by the public during the public input session be included as a standing item on the Executive Committee agenda. Beverley Morgan-Sandoz proposed that after discussion, issues requiring response may be referred to one of the standing committees.

- **Newcomer Orientation**

Angela McGuire passed out handouts developed by the Orientation and Mentoring Workgroup, proposing strategies for supporting visitors and first-time attendees, including the use of guides to mentor new members. The immediate response was very positive and people agreed to provide any comments on the process or products to Angela. Mac will determine whether this should be approved by the ICC or Executive Committee. WestEd will print any new newcomer handouts with funds from their existing budget.

Beverley Morgan-Sandoz asked about obtaining up-to-date binders for current members who may need updated information or may have lost their binders. DDS will provide a current Table of Contents to the Member Orientation Handbook so members can review to see if their binders are complete. Member rosters may need to be updated and 33 recommendations may need to be added but otherwise, even old binders should still be good. Members can contact DDS for updates or to replace missing information.

- **OSEP National Early Childhood Conference**

OSEP conference is December 2 through 5. December 1 is parent day. Kate Warren will check calendar to see if she is able to attend as a parent representative of California's ICC.

- **ICC Member Participation in Early Start Institutes**

Virginia Reynolds reported that a series of Institutes that begin in October and run through June of 2008, now called the Early Start Institute Series, has replaced the Early Start Core Institutes and Service Coordinator Institutes and invited ICC members to attend. Registration fees will be waived for ICC members and the Early Start Personnel Development Scholarship Fund can be accessed to reimburse other expenses up to \$350 per person. Reimbursement does not cover child care. Linda Landry asked if larger reimbursements could be sought by those for whom transportation is more expensive. DDS stated that scholarship decisions are made on a case by case basis. Contact Annette Ostertag at WestEd with your request.

Beverley Morgan-Sandoz requested that a letter be sent acknowledging the resignation of Julie Woods and thanking her for her years of service.

ADJOURNMENT

Teresa Rossini adjourned the meeting at 12:25 p.m.