



Interagency Coordinating Council on Early Intervention
1600 Ninth Street, Room 330, Sacramento, CA 95814
 (916) 654-1590 • FAX (916) 654-3255 • TDD 654-2054



DATE: FEBRUARY 4, 2013

TO: ICC MEMBERS AND COMMUNITY REPRESENTATIVES

SUBJECT: FEBRUARY 28, and March 1, 2013 ICC MEETING

The following is information regarding the February 28 and March 1, 2013 ICC Strategic Planning Meeting which will be held at the Department of Social Services in Sacramento. Directions, parking, and airport shuttle information to Department of Social Services are included in this notice. WebEx connection information for the meeting is also included.

Individuals who require accommodations in order to attend the meeting (i.e., assistive listening devices, interpreting services, material in alternative format) should notify Patric Widmann at (916) 654-3722 or pat.widmann@dds.ca.gov or call (916) 654-2054 (TDD) ten days in advance of the meeting. The meeting location is accessible to individuals with disabilities. Visit our website at www.dds.ca.gov/earlystart to view previous ICC meeting minutes and additional information about California Early Start.

PROPOSED AGENDA

DATE: THURSDAY, FEBRUARY 28, 2013
TIME: 10:00 A.M. - 4:30 P.M.

LOCATION: Department of Social Services
744 P Street, OB-9, Room 1804
Sacramento, CA 95814

Executive Committee Strategic Planning Meeting:

The ICC Executive Committee will review and discuss ICC planning including unfinished standing committee business, ICC priorities and standing committee structure

DATE: FRIDAY, MARCH 1, 2013
TIME: 8:30 A.M. - 1:30 P.M.

LOCATION: Department of Social Services
744 P Street, OB-8, Room 235/237
Sacramento, CA 95814

Full ICC Strategic Planning Meeting:

The ICC will hear reports from agency representatives and receive public input. The ICC will review the Strategic Plan developed by the Executive Committee and will vote on Action Item: *Speech and Language Pathology Assistants (SLPA) Best Practice Guidance for Early Intervention*. Future special presentations will also be discussed.

INFORMATION TO ASSIST YOU WITH TRAVEL ARRANGEMENTS:

**LOCATION: California Department of Social Services
744 P Street
Sacramento, CA 95814**

Please see Page 1 of this notice for building and room numbers

I-5 North:

Take I-5 North. Take Q Street Exit. Ramp will put you on Q Street. California Department of Social Services is on P Street between 7th & 8th Streets

I-5 South:

Take I-5 South. Take Q Street Exit, ramp will put you on Q Street. The California Department of Social Services is on P Street between 7th and 8th Streets

FROM HWY 99 North:

Take Business 80/Capital City Freeway split toward San Francisco. Take I-5 North toward Redding. Take Q Street Exit, ramp will put you on Q Street, California Department of Social Services is on P Street between 7th and 8th Streets.

FROM HWY 50:

Take the Business 80/Capital City Freeway split toward San Francisco. Take I-5 North toward Redding. Take Q Street Exit, ramp will put you on Q Street, California Department of Social Services is on P Street between 7th and 8th Streets.

PARKING:

There is a public parking lot at 710 Q Street and 10 hour meters in the area. The meters require \$8 in quarters in order to reach the maximum of 10 hours. Please note that there are parking lots that appear to be free, but they are really monthly paid parking. Do not park in these lots or your car will be towed.

VAN: Super Shuttle

Reservations: 1-800-BLUE-VAN

Super Shuttle is located directly outside the baggage claim area at each terminal. Reservations are not required unless for large parties or private charters. Go to the Super Shuttle service center, and purchase either a round-trip or a one way ticket.

**WebEx Instructions for joining
the Executive Committee and ICC General Meetings:**

For those who cannot participate in person, the ICC Executive Committee Strategic Planning Meeting (Thursday, February 28, 2013 at 10:00A.M.) and the ICC General Strategic Planning Meeting (Friday, March 1, 2013 at 8:30a.m.) will be offered in the WebEx format. **Participants need to call into the teleconference line AND login and to view any online materials.**

To join the meetings by phone:

Dial-in number: (877) 413-2826

Conference code: 7166875684

To login to the WebEx online conference site
go to <https://wested.webex.com>.

Once logged in, you will see a list of meetings for that day. Select the meeting name (ICC Executive Committee Meeting, February 28, 2013, or ICC Teleconference Meeting, March 1, 2013. There is no password; just click on the link. Enter your name, and you will access the WebEx conference.

Please contact Debbie Pollard at (916) 492-4011, or dpollar@wested.org, with any logistical problems or issues.

CALIFORNIA INTERAGENCY COORDINATING COUNCIL
“Together We Make A Difference”

EASY TIPS for SUCCESSFUL WEBEX and CONFERENCE CALLS*

PARTICIPANT COURTESIES

- 1. Use a landline if possible for the least static interference.**
- 2. Avoid cellular and cordless phones.** The potential static and poor or broken connections reduce the sound quality for all conference call participants. If you must use a cell phone, find a quiet location with excellent reception and limit moving around during the call.
- 3. Know your phone’s features and how to use them.** Don’t wait until the call to figure them out.
- 4. Turn off call waiting.** It’s very disruptive to the call. Most call waiting features can be deactivated by pressing 70# or *70 before dialing the conference number. (Check with your carrier.)
- 5. Use the speaker feature on your phone only if the room is quiet and others in the room are participating on the call with you.** Speakerphones can add to the overall noise of the teleconference and create a hollow sound on the call.
- 6. Choose a quiet location.** Avoid background noises such as a radio, TV, pets, or side conversations with others.
- 7. Stay focused and participate on the call.** Avoid using this time to answer email, eat, clear off your desk, file papers, or talk to others.
- 8. Be on time.**
- 9. Introduce yourself when you join the call.** If you join the call late, wait for a break in the conversation to announce that you’ve joined or until the moderator asks who joined.
- 10. Introduce yourself each time you speak.** Not everyone will be familiar with your voice.
- 11. Mute your phone (*6) if you are not participating at the time, need to talk to someone else, or need to leave the call for any reason. Unmute your phone (#6) when you’re able to return to the call.**
- 12. Never put the call on hold.** Either mute your phone (*6) and unmute your phone (#6) to rejoin. Hang up and call in again if you must leave the call.

FACILITATOR/CHAIRPERSON COURTESIES

- 1. Be familiar with the audio controls.**
- 2. Start—and end—at the scheduled time.**
- 3. Have an agenda—preferably one that’s been distributed prior to the conference.**
- 4. Identify yourself when you first connect to the conference call.**
- 5. Identify yourself each time you speak.** Others may not know your voice. Speak clearly and at a moderate speed.
- 6. Take roll call at the conference start so that everyone knows who is involved and listening.**
- 7. Review the rules of etiquette and ask that each participant identify him or herself before speaking.**
- 8. Allow only one individual to speak at any given time during the conference.**
- 9. As much as possible, when appropriate, address questions to individuals by name.**
- 10. Mute the microphone or speakerphone (*6) if you must speak to others in the room with you during the conference. Unmute by pressing #6.**
- 11. Address agenda items in their specified order.**

*Thank you to the Family Resource Center Network of California, the source for many of these tips, for sharing its teleconference etiquette.