



**Interagency Coordinating Council on Early Intervention**  
**1600 Ninth Street, Room 330, Sacramento, CA 95814**  
 (916) 654-2773 · FAX (916) 654-3255 · TDD 654-2054



**DATE:** January 23, 2012

**TO:** ICC MEMBERS AND COMMUNITY REPRESENTATIVES

**SUBJECT:** February 23 & 24, 2012 ICC WebEx Meetings

Due to the continuing enforcement of Executive Order #B-06-11, travel is restricted for state employees including state councils. Consequently the ICC will convene via **WebEx and teleconference on the dates and at the times indicated below. Teleconference call-in information can be found on the second page of this notice.**

**PROPOSED TELECONFERENCE AGENDAS**

**DATE:** THURSDAY, FEBRUARY 23, 2012  
**TIME:** 10:00 A.M. – 10:30 A.M.

**Executive Committee WebEx:**

The ICC Executive Committee will review standing committee assignments and review plans for future meetings.

**DATE:** THURSDAY, FEBRUARY 23, 2012  
**TIME:** 1:30 P.M. – 3:30 P.M.

**ICC Committees:**

-Policy Topics  
 -Qualified Personnel  
 -Quality Data  
 The ICC standing committees will continue to address priority areas and develop recommendations.

*\*Please Note: The Child & Family Outcomes Committee (CFOC) will not be meeting on 02/23/2012 at 1:30p.m. due to scheduling conflicts. CFOC will instead be teleconferencing at 11:00a.m. on Wednesday, February 22, 2012.*

**DATE:** FRIDAY, FEBRUARY 24, 2012  
**TIME:** 8:30 A.M. – 11:30 A.M.

**Full ICC Meeting WebEx:**

The ICC will hear reports from agency representatives and standing committees. Jeannie Smalley will present on the *New Federal Part C Regulations-Major Areas of Change*. ICC will vote on whether the FRCNCA will become a full voting member on the ICC. Public input will be received from interested parties.

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

The ICC Executive Committee Meeting (February 23<sup>th</sup> at 10:00a.m) and the ICC General Meeting (February 24<sup>th</sup>, at 8:30a.m.) will be WebEx conference calls. **Participants need to call into teleconference line AND login to the WebEx online conference site to hear and fully participate in the proceedings as well 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://www.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 23rd, or ICC Teleconference Meeting, February 24th). There is no password; just click on the link. Enter your name, and you're in the WebEx conference.

### **Instructions to join the Standing Committee Meetings**

Unless otherwise stated by your standing committee staff, the standing committee meetings (February 23, 2012 at 1:30p.m.) will be held by teleconference. Please note that the Child and Family Outcomes Committee will be meeting on Wednesday, February 22, 2012 at 11:00a.m. You only need a phone to join the meeting. Below are the call in numbers and conference codes for the standing committees:

#### Qualified Personnel Committee:

Web Meeting: <https://wested.webex.com>  
Dial-in number: (877) 413-2826  
Conference code: 7166875684  
Host: Angela McGuire  
E-Mail: [Amcguir@WestEd.org](mailto:Amcguir@WestEd.org)

#### Quality Data Committee

Dial-in number: (877) 413-2826  
Conference code: 6187727795  
Host: Peter Guerrero  
E-Mail: [Pguerre@WestEd.Org](mailto:Pguerre@WestEd.Org)

#### Policy Topics Committee:

Dial-in number: (877) 413-2826  
Conference code: 4089167996  
Host: Patsy Hampton  
E-Mail: [phampto@WestEd.Org](mailto:phampto@WestEd.Org)

#### Child & Family Outcomes Committee

Dial-in number: (877) 413-2826  
Conference code: 1446303720  
Host: Stephanie Myers  
E-Mail: [Smyers@WestEd.org](mailto:Smyers@WestEd.org)

Contact the committee hosts by email for content information. Please contact Debbie Pollard at (916) 492-4011, or [dpollar@wested.org](mailto:dpollar@wested.org) with any logistical questions or problems.

# 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.

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## Going Totally Green

As of May 2012, the Interagency Coordinating Council (ICC) will be going totally GREEN! You will no longer receive a hardcopy public notice or packet in the mail. The public notice and meeting packets will be posted on the Department of Developmental Services (DDS) ICC webpage so that you will be able to download or view meeting resources at your convenience.

The last physical public notice and packet will be mailed for the upcoming February 23 & 25, 2012 WebEx meetings. In the future, the public notice will be posted 30 days prior to each ICC meeting. This new measure will ensure compliance with the Paper Reduction Act of 1995.

Currently, DDS is renovating its ICC webpage to enhance user friendliness and make locating your ICC documents easier than ever. Upon completion of this renovation, Stacie Byrne-Reed will send an e-mail to ICC members and community representatives on where to go on the webpage to access your ICC meetings documents for the May 17 & 18, 2012 meetings. Whether future meetings will be face to face or live via WebEx, this location will be your one-stop resource for all ICC materials.

We thank you in advance for forging on with us in implementing our new ICC webpage and electronic packet