

**ICC STAFF CHECKLIST & DUE DATES
2011 DEADLINES FOR ICC MEETING MATERIALS**

ICC MEETING ACTIVITY ALL MATERIALS ARE SUBMITTED TO PATRIC WIDMANN @PAT.WIDMANN@DDS.CA.GOV	2011 MEETING DATES			
	FEBRUARY 17 & 18	MAY 19 & 20	SEPTEMBER 15 & 16	NOVEMBER 17 & 18
STANDING COMMITTEE MINUTES (PRIOR MEETING NOTES) (handouts, work plan updates, agendas, electronic reports from each Department, action and all revised minutes) 3 WKS AFTER ICC Note: Chairs and Liaisons review 2wks after ICC	12/10/11 12/03/09	03/11/10 03/04/11	06/10/11 06/03/11	10/07/11 09/30/11
DEVELOPMENT OF ICC/EC AGENDAS: 45 DAYS PRIOR TO ICC	01/05/11	04/01/11	08/11/11	10/03/11
MASTER CALENDAR ITEMS Action Items	01/05/11	04/01/11	08/11/11	10/03/11
PUBLIC NOTICE TO DDS COPY CENTER and posted on DDS website NO LATER THAN 30+5 DAYS PRIOR TO ICC	01/12/11	04/08/11	08/17/11	10/10/11
PACKET DUE DATES: Final Packet Preparation <ul style="list-style-type: none"> • Mac's/Rick's messages • Final ICC minutes and agenda • Final EC minutes and agenda 1 WK PRIOR TO COMPLETED PACKET	01/05/11	04/01/11	08/11/11	10/03/11