

## Executive Committee Meeting Minutes

**Date:** Thursday, April 21, 2016  
**Time:** 10:00 a.m. - 4:00 p.m.  
**Room:** Capitol Room  
**Access Code:** 1064

### AGENDA ITEMS

### RESPONSIBILITY

10:00 - 10:30	<p>Opening</p> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Introductions and Roll Call</li> <li>• Review Agenda</li> <li>• Approval of October 2015 &amp; January 2016 Minutes</li> <li>• Review of previous meeting's tasks</li> <li>• Announcements</li> </ul>	Marie Kanne Poulsen, Executive Committee Chair
10:30 - 10:45	DDS/SSIP Update	Jim Knight/Sharon DeRego
SiMR Workgroup 10:45 – 12:00		
10:45 – 11:00	Recommendations for Screening & Assessment	Marie Kanne Poulsen
11:00 – 11:30	Resource Guide Discussion	
11:30 – 12:00	Strategies to promote the "Take a Minute" Campaign	
12:00 - 1:15      Lunch (attendee discretion)		
1:15 – 3:15	<p>Break-out into Workgroups:</p> <ul style="list-style-type: none"> <li>• Improving State Systems</li> <li>• Communication &amp; Outreach</li> </ul>	All
3:15 – 3:30	Break	
3:30 - 3:45	Workgroup Updates	Theresa Rossini
3:45-4:00	<p>Other Business</p> <p>Next Steps and Adjourn</p>	Marie Kanne Poulsen

**State ICC Executive Committee  
Meeting Minutes  
Thursday, April 21, 2016  
10:00 a.m. – 4:00 p.m.  
WestEd, Capitol Room**

**Opening**

Marie Kanne Poulsen called the meeting to order at 10:00 a.m.

The Committee reviewed the Agenda. The Agenda item “Strategies to promote the ‘Take a Minute’ Campaign” will be moved from the SiMR Workgroup to the Communication & Outreach Workgroup breakout. The Agenda was approved as amended.

The Committee reviewed the January 2016 Meeting Minutes, which were approved without amendments.

**Introductions**

During introductions, Dr. Poulsen welcomed three new governor’s appointees to the Committee:

- Dr. Richard Olney is a pediatrician and the Genetic Disease Screening Program Division Chief at the California Department of Public Health (CDPH). Formerly, he was an associate professor and medical director at the Emory University School of Medicine’s Genetic Counseling Training Program. He has held several positions at the Centers for Disease Control and Prevention’s National Center on Birth Defects and Developmental Disabilities. He is also a parent of a child with cerebral palsy.
- Michelle Dove is the Head Start Child Development Director at the Kings Community Action Organization, where she has held several positions including Head Start program manager, Head Start site manager and Early Head Start site supervisor. She is a member of the National Association for Family Child Care, National Head Start Association and the Kings County Local Child Care Planning Council.
- Rachelle Arizmendi is the Vice President and Chief Operating Officer of the Pacific Asian Consortium in Employment (PACE). PACE is a non-profit community development organization that provides job training and employment services; business development; early childhood education; financial education and asset building; housing and rehabilitation services; weatherization and energy-conservation programs; and, affordable housing development. She held several positions at PACE including director and nutrition coordinator of the Early Childhood Education Program. She is also the Mayor Pro Tem of Sierra Madre.

As part of an ongoing effort to increase Part C literacy, Dr. Poulsen shared a new social-emotional development publication titled "[Depression in Mothers: More Than the Blues](#) [A Toolkit for Family Service Providers](#)." This toolkit is designed for community-based providers, including those in home visitation programs, Women, Infants, and Children (WIC), Head Start, and other childcare programs.

The Committee reviewed the January 2016 Minutes, which were approved without amendments.

WestEd recapped the Early Start Partners Symposium that took place on April 7-8 in San Jose. The sold out conference highlighted social and emotional development and featured 25 breakout sessions and a keynote on the national and state policy perspectives of Individuals with Disabilities Education Act (IDEA) Part C. The conference exceeded expectations and received very favorable reviews. The low conference price enabled many people to attend. A limited number of scholarships were also offered. Conference materials are available on the [Early Start Neighborhood website](#).

Jennifer Miller updated the Committee on California's Race to the Top Early Learning Challenge. California was a participant in this federal initiative seeking to close the achievement gap for "high needs" children including those with special needs, and children who are homeless. Key deliverables included the Developmental Screening Guide and the [Early Start Online Modules](#). The modules are designed to build the understanding and capacity of early intervention and early childhood special education professionals across disciplines and agencies. Even though the California initiative sunsets in June, the project will live on through the Quality Rating and Improvement System (QRIS).

Department of Developmental Services staff informed the Committee that DDS Director Santi Rogers has retired and Governor Brown has appointed Nancy Bargmann as the new director. She began her career as an Early Start Intervention Coordinator at the Inland Regional Center. It was further reported that as part of a special legislative session related to Medi-Cal managed care, the regional center system received a \$500 million budget increase. This funding will be directed to service provider rate increases, regional center staffing increases and service disparity reductions.

DDS also reported that the federal Part C grant application is complete. The grant is used to identify Early Start compliance and performance issues within California. The State Systemic Improvement Plan (SSIP), Phase 2 is finished and the report was submitted to the federal Office of Special Education Programs. DDS is in the process of getting feedback from the federal government, and is currently in the process of securing four regional centers in the initial cohort. The remaining centers will be targeted for implementation in several cohorts. Eventually, the SSIP will be implemented in all regional center catchment areas.

Michelle Oliver discussed a new Individual Family Service Plan (IFSP) template that can be used to create a blueprint for better assisting service coordinators in translating the information contained in the IFSP into actions that support families. The template is attached to these minutes.

Dr. Poulsen led a discussion and review of the “Infant-Toddler Social-Emotional Assessment Guidelines for Early Start” document. She explained that the ICC workgroup is developing a resource which will outline evidence-based perspectives when assessing infant and toddler social-emotional development as required by the SSIP. As a result, a document was developed from a literature review of evidence-based best practices and data, and stakeholder perspectives that included multiple parents and providers. The document review is in process and will be completed in June. Anyone interested in participating in document finalization should contact Dr. Poulsen.

The Workgroups broke into separate sessions to further discuss their goals and areas of focus. At 3:45 p.m., the groups came back together and the Workgroup Co-Chairs reported on their progress.

Leanne Wheeler reported that Communication & Outreach Workgroup discussed the “Take a Minute” campaign. The Workgroup recommended that the ICC be included on the campaign flyer. She reported that the Workgroup discussed surveying Committee Members and Community Representatives (via email) to determine their affiliation and regional center catchment area.

Gretchen Hester reported that the Improving State Systems Workgroup discussed the joint statement of eligibility clarification that will be coming from DDS and the California Department of Education (CDE). Additionally, the Workgroup will be meeting with DDS staff to review the regional center monitoring reports.

The Committee discussed adding First 5 California as an agency member of the ICC. DDS recommended drafting a joint letter or email to the First 5 Director, expressing the Council’s interest in adding First 5 as an agency member. Individual ICC members will personally reach out to the director of First 5 to encourage her agency to apply. The Committee also discussed Family Resource Centers (FRCs) and their representation on the ICC. DDS informed the Committee that individual FRCs can be members of the ICC as community representatives, but there may be a regulatory issue that does not permit FRC participation at the agency level.

The meeting adjourned at 4:01 p.m.

Tasks	Assigned to	Deadline/Status
Send ICC members an invitation to join the Early Start Neighborhood website	WestEd	July 2016 Meeting
Update ICC contact list	DDS	July 2016 Meeting
Schedule conference call with Erin Paulsen to discuss regional center monitoring reports.	ICC	July 2016 Meeting
Rachelle Arizmendi to contact Camille Maben at California First 5 to invite her to apply for ICC agency membership.	Rachelle Arizmendi	July 2016 Meeting

**MEMBERS PRESENT**

Rachelle Arizmendi  
Michelle Dove  
Douglas Erber\* (via conference call)  
Gretchen Hester\*  
Jim Knight  
Richard Olney\*  
Marie Kanne Poulsen  
Theresa Rossini\*  
Sheila Self  
Leanne Wheeler

**MEMBERS EXCUSED**

**MEMBERS ABSENT**

George Andrew  
Virginia Bliss  
Fernando Antonio Gomez  
John Hall  
Nancy Sager  
Mary Sheppard  
Migdalia Wade

**LEAD AGENCY**

Jessica Dailey-Keithline  
Sharon DeRego  
Kim Hough  
Jim Knight  
Elise Parnes  
Virginia Reynolds (WestEd)  
Emily Woolford

**COMMUNITY REPRESENTATIVES PRESENT**

Tony Anderson (via conference call)  
Yvette Baptiste\*  
Laurie Jordan\*  
Michelle Oliver  
Patricia Salcedo\*  
Debbie Sarmento\*  
Sherry Torok (via conference call)  
Julie Widman\* (via conference call)

Libby Woolford\*  
Kelly Young\*

**COMMUNITY REPRESENTATIVES EXCUSED**

**COMMUNITY REPRESENTATIVES ABSENT**

Brigitte Ammons  
Maurine Ballard-Rosa  
Fran Chasen  
Toni Dorman  
Susan Graham  
Jennifer Griffin  
Rachel Hagans  
Linda Landry  
Kat Lowrance  
Mara McGrath  
Stefani McNeil  
Robin Millar  
Marty Omoto  
Kristine Pilkington  
Carmen Vasquez

**OTHERS PRESENT**

Gwenetta Cook\* (via conference call)  
Christina Johnson  
Angela McGuire\*  
Jennifer Miller  
Jennifer Teykaerts