

Committee of the Whole Meeting Minutes	Date: Thurs., April 23, 2015 Time: 1:30 p.m. – 4:00 p.m. Room: 205	
AGENDA ITEMS	RESPONSIBILITY	
1:30 - 1:45 <ul style="list-style-type: none"> • Welcome • Introductions and Roll Call • Review Agenda • Approval of January 2015 Minutes • Ground Rules and Logistics 	Theresa Rossini, Acting ICC Chair	
1:45 - 3:45 <ul style="list-style-type: none"> • Strategic Plan – Establish a timeline & bridge the already identified Strategic Plan Goals with: <ul style="list-style-type: none"> - Part C requirements, and - The structure and role of the ICC Workgroups 	Facilitated by: Emily Woolford Virginia Reynolds	
3:45 - 4:00 1. Next Steps and Adjourn	Theresa Rossini	
ACTION ITEMS	Assigned to:	Deadline/Status
ICC Approval of the Strategic Plan	Marie Kanne Poulsen	July ICC Meeting
Press release follow-up	Douglas Erber	July ICC Meeting
Clarify process for sharing ICC-related information through DDS	DDS	July ICC Meeting
Disseminate ICC letter regarding change to Early Start eligibility to ICC members and Regional Centers	Theresa Rossini	July ICC Meeting

Notes:

MEMBERS PRESENT

JoEllen Fletcher for Jim Knight
Fernando Antonio Gomez*
Gretchen Hester* (via conference call)
Linda Landry
Marie Kanne Poulsen
Theresa Rossini*
Elaine Fogel Schneider, Ph.D. (via conference call)
Sheila Self for Meredith Cathcart
Mary Sheppard
Migdalia Wade for Mary Sheppard (when absent)
Leanne Wheeler

MEMBERS ABSENT

Virginia Bliss

Susan Burger
Douglas Erber*
John Robert Hall, Ed.D.*
Laura Jelliff-Pawlowski
Beverley Morgan-Sandoz

LEAD AGENCY

Reyna Ambriz
Jonathan Hill
Elise Parnes
Jennifer Parsons
Jennifer Teykaerts
Emily Woolford

OTHERS PRESENT

Brigitte Ammons (via conference call)
Tony Anderson
Fran Chasen
Toni Doman* (via conference call)
Rachel Hagans (via conference call)
Laurie Jordan* (via conference call)
Kat Lowrance*
Stefani McNeil (via conference call)
Peter Michael Miller
Virginia Reynolds
Sherry Torok
Carmen Vasquez
Julie Widman*

*Parent

Theresa Rossini called the meeting to order at 1:30 p.m. Ms. Rossini explained the difficulty in sending out the ICC letter regarding the change in Early Start eligibility. After completing the letter, Ms. Rossini requested that DDS disseminate the letter but DDS did not approve sending the letter. She attempted to send the letter through a personal e-mail account but the letter did not send due to file size restrictions. The group discussed ways to overcome this obstacle, including obtaining DDS approval to disseminate ICC information through DDS as well as creating a Gmail account for the ICC. The group also discussed how regional centers distributed the DDS letter, and Fran Chasen stated that she could re-send the letter to the Early Start community via IDA. Dr. Peter Michael Miller requested that the DDS letter be shared with the members of the ICC. He also asked whether the regional centers were required to respond to DDS with how they shared the information with their community. Dr. Miller further requested that any information or announcement regarding Early Start sent out by DDS also be shared with the ICC. Ms. Rossini volunteered to send out the ICC letter.

The group discussed the ICC Strategic Plan and how to bridge the goals with Part C requirements and the structure and role of the ICC workgroups/committees. This discussion was facilitated by Emily Woolford and Virginia Reynolds. Materials were handed out in person and emailed to phone and WebEx participants. The group reviewed the Federal and State regulations pertinent to the ICC's work for Early Start. These regulations describe the purpose of early intervention and the framework of how California delivers early intervention services.

Dr. Marie Kanne Poulsen began the discussion of the ICC committees by stating that each strategic plan should include objectives. The group began to identify which Federal regulation matched each strategic goal.

The discussion was interrupted by an unexpected, yet welcome, visit from DDS Director Santi Rogers, who addressed the group for 10 minutes, greeted everyone and emphasized the vital work of the ICC.

The discussion of ICC goals and committees resumed after Director Rogers departed. In regards to Goal 1, Promote and enhance efforts to educate families & professionals on the impact of relationship-based intervention on social-emotional development, Dr. Miller stated that while improvement in social-emotional development is a worthy goal, it is hard to evaluate and change and the group must consider whether they are addressing what they want to address. Ms. Reynolds replied that adding objectives to the Strategic Plan will help guide ICC action, and also stated that the State Systemic Improvement Plan (SSIP) addresses the strategy and evaluation of improved social/emotional outcomes. Ms. Rossini added that after the SSIP presentation scheduled for Friday's General Meeting, Goal 1 may change because it was created without a great deal of knowledge about the SSIP or the State-identified Measurable Result (SiMR).

Ms. Rossini stated that at the previous meeting, Goal 2 had been broadened to the general area of communication, including public awareness and outreach. She expressed concern that the strategic goals were not the most current version that came out of the January 2015 Committee of the Whole meeting. Brigitte Ammons recommended that Goal 2 include eligibility for children with solely low incidence disabilities, as well. Dr. Miller asked what was meant by "partner" and Ms. Reynolds stated the need for the group to come to an agreement on meanings and definitions.

Regarding the duties of the committees, Leanne Wheeler suggested that the committees be responsible for identifying which sections of the Federal regulations apply to their strategic goal and develop the objectives. Ms. Reynolds asked the group to consider whether these goals could be achieved by the committees, which meet only four times per year. Dr. Poulsen suggested that the group limit and prioritize its goals to what is achievable and most salient in the community.

Ms. Ammons added that translation of all communications is vital, because if the information is not available in multiple languages, not all parents can be reached and efforts would be pointless. Dr. Poulsen added that it was also important to consider how to disseminate this information. Carmen Vasquez shared that her regional center had conducted community meetings with diverse groups and the primary feedback from parents was that not all parents have computers, and request that printed materials be translated into many languages.

The group continued their facilitated discussion, which led to the creation of Strategic Priorities, or areas of focus, for the proposed ICC committees. It was agreed that committees will align their work with the following Strategic Priorities, which may be refined by the committees in the future (**See Attachment A for complete Strategic Priorities Document**):

- Support the State Systemic Improvement Plan (SSIP).
 - Possible areas of focus:
 - Social/emotional outcomes for children 0-3 statewide.
 - Promoting the parent child relationship by encouraging the coaching model.
 - Include an Infant Family Mental Health Expert at ICC meetings.
 - Require Online Early Start training for all new service coordinators and Early Start personnel.

- Campaign about social-emotional development, the power of play, importance of family's role and provision of services in the natural environment (routines based intervention).
 - Possible areas of focus:
 - Ensure that the service delivery system is in alignment with revised eligibility definition.
 - Enhance capacity for improving the delivery system (ex: use issues identified in monitoring reports to address issues and recommend solutions).
- Implement outreach and communication including technology in order to provide information and resources to the community regarding Early Start.
 - Possible area of focus:
 - Disseminate of information about the change in eligibility criteria.
 - Include communication, translation, working with diverse family associations, and presenting information in multiple languages.
 - Establish an ad hoc work group with its own focus on using technology, including Facebook and optimizing the DDS ICC website, to accomplish the goal. The group expressed that technology should be thoughtfully looked at to be able to accommodate printed and translated materials and online resources.
 - An immediate activity for this committee is to support communication around changes in Early Start eligibility.
- Support FRCNCA as a voting member of the ICC.
- Support First 5 as a voting member of the ICC.
- Recommend that Part C funds be used to fiscally support FRCNCA coordination of the network with the ICC and DDS.
- Modify the Early Start report to include funding source of services.

The group agreed that the committees will be responsible for confirming their own committee names; establishing objectives, action items, and timelines; and, identifying the Federal requirements that their efforts will address.

The group discussed the need to update the ICC roster. Ms. Chasen and Sherry Torok stated that the updated contact list could be passed around at the General Meeting and then updated and shared.

The meeting adjourned at 4:00 p.m.