

Executive Committee Meeting Minutes	Date: Thurs., April 23, 2015 Time: 10:00 a.m. – 12:00 p.m. Room: 205	
AGENDA ITEMS	RESPONSIBILITY	
10:00 - 10:15 <ul style="list-style-type: none"> • Opening Welcome • Introductions and Roll Call - New Member • Review Agenda • Approval of January 2015 Minutes • Ground Rules and Logistics 	Marie Kanne Poulsen, Acting Chair of Executive Committee	
10:15 – 10:35 <ul style="list-style-type: none"> • Changes in ICC Bylaws 	Theresa Rossini	
10:35 - 11:45 <ul style="list-style-type: none"> • Review the ICC Handbook 	Marie Kanne Poulsen	
11:45 - 12:00 <ul style="list-style-type: none"> • Update on this afternoon’s COTW Strategic Planning <ul style="list-style-type: none"> - Establish a Timeline & Bridge the Already Identified Strategic Plan Goals with: - Part C Requirements; and - The Structure and Role of ICC Workgroups 	Theresa Rossini	
Next Steps and Adjourn		
ACTION ITEMS	Assigned to:	Deadline/Status
Approval of Strategic Plan Goals, Timeline, Structure and Function of Proposed Workgroups	Executive Committee	July ICC Meeting
Approve amendments to ICC Handbook	Marie Kanne Poulsen	July ICC Meeting
Approve changes to ICC Bylaws	Executive Committee	July ICC Meeting
Approve changes to ICC Meeting Packet	Executive Committee	July ICC Meeting
Presentation and Discussion Regarding Disaggregated Data from the Family Survey Responses	DDS	July ICC Meeting
ICC Travel	DDS	July ICC Meeting
Share DDS letter/memo regarding change to Early Start eligibility with ICC members	DDS	July ICC Meeting
Develop and approve strategies for soliciting parent input	Executive Committee	July ICC Meeting

Review protocol for recruiting new members to the ICC	DDS	July ICC Meeting
Develop and send template for Department description to State departments and partners	Executive Committee	July ICC Meeting
Create and disseminate identification cards to ICC members	DDS	July ICC Meeting

Notes:

MEMBERS PRESENT

Fernando Antonio Gomez*
 Gretchen Hester* (via conference call)
 Jim Knight
 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

JoEllen Fletcher
 Jonathan Hill
 Elise Parnes
 Jennifer Teykaerts
 Emily Woolford

OTHERS PRESENT

Tony Anderson
 Fran Chasen
 Toni Doman* (via conference call)
 Laurie Jordan* (via conference call)
 Linda Landry
 Kat Lowrance*
 Peter Michael Miller
 Virginia Reynolds
 Sherry Torok
 Carmen Vasquez
 Julie Widman*

*Parent

Dr. Marie Kanne Poulsen called the meeting to order at 10:00 a.m. Dr. Poulsen began the meeting by acknowledging The Arc of California and the Infant Development Association (IDA) for supporting infants and toddlers with special needs in California.

The Committee discussed the January 2015 meeting minutes. Dr. Peter Michael Miller asked if the letters regarding eligibility had been sent out following the previous meeting, and how communication to pediatricians had been handled. Dr. Poulsen replied that the letter from the Department of Developmental Services (DDS) had been posted to the DDS website and shared with the regional centers (RCs), who were responsible for sharing the letters with their communities. Dr. Poulsen was not sure if this had included pediatricians.

The group discussed changes to the ICC by-laws. Theresa Rossini noted that the Bylaws Committee formed in June 2014 and made two recommendations:

- Update the bylaws to comply with the Federal requirements for ICC membership, including ensuring representation from the Homeless Education Program at the California Department of Education; and,
- Include the attendance requirements for community representatives in the ICC Handbook.

The group reviewed the ICC Handbook with Dr. Poulsen leading the discussion. The group discussed the following changes to the Handbook:

- Add the philosophy of Early Start service delivery, including evidence-based practices and relationship-based services.
- Include links to ICC documents such as white letters that provide information about family-centered care and support.
- Include a description of each State agency on the Council and how they serve infants and toddlers with disabilities, as well as a link to each agency website.
- Identify state partners within the Early Start community (such as IDA, The Arc, First 5, family resource centers (FRCs) and Early Head Start).
- Include a Directory of Resources for new Council members to learn more about the ICC and Part C.
- Elaborate on the Approved Recommendations section (Section 12).
- Emphasize the opportunity for parent comment during the ICC General Meeting in the Handbook, since so little parental input has been received from outside the committee for several years.
- Update the Early Start History section to include the recent expansion in eligibility, the State Systemic Improvement Plan (SSIP) and State-identified Measurable Result (SiMR), and add historical information about what occurred between 1997 and 2012.
- Update the Early Start Structure section to reflect new eligibility requirements.
- Add a flowchart of Early Start partners such as the ICC, RCs and FRCs to provide a visual of the Early Start Structure.
- Include hyperlinks to website or documents whenever possible.
- Add information and graphics per WestEd's fact sheets.

To help orient new ICC members, Ms. Rossini recommended updating the Placemat with current information. Gretchen Hester is spearheading that effort. To address parent issues, the group discussed adopting a process to get information from the RCs and/or FRCs on issues brought up by

parents that would then be shared with the ICC. The group discussed ways to address parent input and tracking the status of concerns shared by parents. Fernando Antonio Gomez suggested creating or updating a one-page ICC fact sheet to give to parents who are interested in the ICC's purpose and function. Virginia Reynolds proposed reviving Voices from the Field, an opportunity for ICC members to share what was going well in their communities. Fran Chasen stated that IDA could disseminate that information.

The group identified that the ICC Mission Statement in the Handbook is inconsistent with the meeting packet, and the packet needs to be updated. The group also discussed the need for an updated roster and contact list of ICC members and FRCs.

The group identified the need for a legislator to be part of the Council. Tony Anderson will follow up on these efforts and JoEllen Fletcher and Emily Woolford at DDS will check on this protocol. The group discussed procedures for recruiting other representatives to the Council. Jim Knight recommended including them informally until a formal placement through the Governor's office can take place.

The group discussed how to bridge the ICC's strategic goals with Part C requirements and create Committees to address the goals. Ms. Hester expressed concern that parents may have a difficult time participating in the ICC meetings due to caring for their children. Ms. Rossini pointed out that in the afternoon, committee members are tired and burnt out, and Linda Landry commented that this is also when the committee makes its decisions. Ms. Rossini stated that the group should brainstorm different ways to avoid these issues.

The group discussed travel arrangements for the ICC meetings. Ms. Rossini requested a list of hotels available at the State rate, as well as clear procedures for how to book hotels. Ms. Landry asked if participants can book hotels that are not on the list but offer a cheaper rate, and Mr. Knight stated that these arrangements could be made through the Travel Store. The group requested that representatives from DDS attend the next meeting to present on travel procedures and requirements.

The meeting adjourned at noon and the group agreed to reconvene at 1:30 p.m. for the Committee of the Whole.