

**Interagency Coordinating Council (ICC) on Early Intervention  
Children and Families Workgroup  
Tuesday, September 19, 2023  
Zoom Conference  
Time: 1:00 p.m. – 3:00 p.m.**

**Welcome and Attendance**

Yvette Baptiste, ICC Community Representative/ Workgroup Lead, welcomed everyone and called the meeting to order at 1:13 p.m. Zoom instructions and meeting etiquette were reviewed.

**Review of Agenda**

Meeting agenda was reviewed, and no changes were made.

**ICC Guidelines and Mission**

Hilda Jimenez, DDS, reviewed the mission and vision of the ICC as well as provided an overview of the ICC guidelines. Ms. Jimenez added that part of the role of ICC Members and Community Representatives is to make recommendations and advise the Department of Development Service (DDS).

**Continue Workgroup Discussion from ICC meeting on July 20, 2023**

***Develop a Family-Friendly Survey to Collect Information on What Has Been Challenging for Families Since the Pandemic & What the Current Challenges Are***

Ms. Baptiste provided an overview of the topic and briefly recapped some of the work that has been completed thus far. The group has been working on developing a family-friendly survey, that is also in plain language, to collect information on what has been challenging for families since the pandemic and what might be some of the current challenges. The survey will be hosted by a Family Resource Center and the workgroup will be asking the ICC to support with collecting results. In addition, the targeted age group for the survey will be early childhood to eight (8) years old. Ms. Baptiste mentioned that the group has not yet resolved the issue of multiple languages and accessibility, which would need to be presented to the ICC and DDS.

The workgroup discussed the survey questions and worked towards finalizing them so that feedback can be collected in October as well as in-between the ICC and in January 2024, the survey can be disseminated. The information collected will be shared with the ICC in April 2024. The workgroup intends to share this timeframe and plan during the Committee report out portion of the ICC.

Patty Moore, ICC Community Representative, asked the workgroup if there is someone available to access who produces survey questions that could look at the developed survey questions to ensure that this group is on the correct path. Ms. Baptiste agreed and noted that perhaps another recommendation of this group is to have a research team support with reviewing the survey questions.

Laurie Jordan, ICC Community Representative, suggested that the survey questions should include a *Choose Not to Answer* option to allow parents the opportunity to skip any question that they do not feel comfortable answering or do not know how to answer.

The workgroup agreed.

Samantha Hebermehl, Community Representative, suggested that a Doodle Poll be used to allow the ICC an opportunity to participate in selecting and narrowing down the top questions to incorporate into the survey.

### **Finalize "Next Steps" for Action Plan**

An action plan with recommendations was drafted to present at the October ICC meeting.

### **Member Assignment**

No member assignments were conducted.

### **Public Input**

There was no public input.

### **Adjourn Meeting**

The meeting was adjourned at 2:26 p.m.

### **Community Representative Present**

Apple Sepulveda

Laurie Jordan

Samantha Hebermehl

Yvette Baptiste

### **Community Representative Present**

Felicia Ford

### **DDS**

Anne De Medeiros

Hilda Jimenez

### **WestEd**

Ross Adams