

# Interagency Coordinating Council (ICC) on Early Intervention: Communications and Outreach Committee Meeting Minutes

June 25, 2025

Time: 11:00 a.m. to 12:00 p.m.

Link to Zoom Recording: [ICC  
Communications & Outreach Committee  
Meeting](#)



## MEETING MINUTES

### Opening

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- Welcome
- Introductions/Roll Call
- Housekeeping Items
- Review Agenda

### Updates from Committee Co-Chairs

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- Robert Rochin provided a recap from the April meeting and presented the recommendations to support engagement and ICC representation that were presented to the entire committee in April:
  1. Clearly define the purpose of the ICC
  2. Re-evaluate ICC outreach materials for efficacy and inclusivity
  3. Empower current members as champions of the ICC, especially in populations identified as underrepresented
  4. Establishment of a mentorship program to strengthen onboarding for new members
  5. Continue to guide recruitment through a diversity lens by reviewing membership demographics annually

### Review and deliberation of Survey-Derived Recommendations

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- Updated mission statement - To address recommendation #1, Doug drafted a revised statement that was shared. The group reviewed and offered suggestions.
- Discussed a shared drive (SharePoint) for documents including all materials developed for the ICC to be available for the committee- Get Approval from DDS.
- Possibly set up some small workgroups to work through the recommendations. Idea to build out information dissemination list- Jazmine Blackman has a template she will share with committee chairs.

### Action Items:

- Doug and Robert will take the group's recommendations and revise the mission statement for the next meeting.
  - **Robert Rochin and Doug Erber (ICC Communication & Outreach Committee Chairs) will revise the mission statement before the next ICC meeting.**
- Group workspace for committee items
  - **Anne, Mini and Jane from DDS will work on a shared workspace.**
- Smaller workgroups- Need to look at bylaws to see what approval is required

- **Anne, Mini and Jane from DDS will look into the development of smaller workgroups.**

## **Public Input**

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None shared

## **Next Steps**

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- Review and vote on the new mission statement
- Collect all the existing ICC materials for review and organization of the documents
  - **Robert and the DDS team will work on gathering ICC materials**
- Begin developing workgroups
  - **Robert will work on workgroups and assignments**
- Pull the data from the survey into an easy to read format.
  - **Robert will pull data from the survey in an easy-to-read format.**

## MEETING ATTENDEES

### MEMBERS PRESENT

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Douglas Erber	Roberto Rochin	Suada Sergio (for Shanice Orum)
Marie Poulsen		

### COMMUNITY REPRESENTATIVES PRESENT

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Jazmine Blackman	Julie Maier	Stephanie Gomez
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### OTHERS PRESENT

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Jonathan Eckrich	Araceli Mendez	Carmen Ruiz-Ochoa
Maria de Jesus Rodriguez	Mike Odeh	

### DDS STAFF PRESENT

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Nancy Chen	Jane Lee	Paige Richmond
Shannen Cheng	Mini Nandakumar	Cathy Schulze
Anne De Medeiros	Esteban Ortiz	Jasmine Suo
Catherine Lapid		

### WESTED STAFF PRESENT

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Amy Kaiser

## QUESTIONS

Contact DDS/Children, Adolescents and Young Adult Services Division

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