

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

October 16, 2025

Time: 2:05 p.m. – 4:00 p.m.

Link to Zoom Recording:

[October 16, 2025 Zoom Recording](#)



## MEETING MINUTES

### Opening

---

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

### Updates from Committee Co-Chairs

---

1. Doug Erber welcomed everyone.
2. Jasmine Suo shared housekeeping items, including how to access Spanish and ASL interpretation, how to share comments, and how to use chat.
3. Jane Lee performed a roll call and invited any community members not called to email her their contact information: [jane.lee@dds.ca.gov](mailto:jane.lee@dds.ca.gov)

### Overview of Existing Outreach Materials

---

1. Robert Rochin noted that the committee hopes to do outreach to diversify the current ICC body. To support that effort, they want to create material and orientation for new members.
2. The existing newcomer orientation agenda, which is in need of revision was shared onscreen and will be updated accordingly.
3. Angela McGuire shared some ICC history dating back to about 2007. In the past, new members were paired with Family Resource Center (FRC) members. Committees had pre-brief meetings an hour prior to the larger meetings. The groups were small so there were natural mentorship opportunities. There was a “placemat” available to members, which contained helpful information for new members, such as rules for public input, a list of committees, and bylaws. The placemat was an outreach piece that could be taken to events like health fairs to generate interest in the ICC. There was also a helpful PowerPoint.
4. Robert Rochin noted interest in gathering the history of the ICC. He also noted that the old PowerPoint would need many updates.
5. Discussion on potential orientation timing and modalities.
  - a. Robert Rochin considered a virtual orientation the day before a meeting.
  - b. Angela McGuire suggested pre-recording and sharing asynchronously.
6. Discussion about acronyms.

- a. Doug recalled a list of acronyms on the DDS website which would be helpful to new and current members, given the many acronyms he noticed in the old PowerPoint.
  - b. Angela – the Early Start online dictionary could be provided to ICC and DDS, and the acronym could be pulled out.
- 7. Discussion on additions and edits to the newcomer orientation, things that contribute to a welcome packet, and ways to explore the benefits of being a community representative.
  - a. Robert Rochin noted need to remove parent stipends since those are not offered anymore.
  - b. Jane Lee provided links to ICC travel guidelines, such as information about travel/child care reimbursements are for ICC Members.
    - i. [ICC Travel Policies and Procedures 2024](#)
    - ii. [ICC Community Representative Application](#)
    - iii. [State Interagency Coordinating Council \(ICC\) on Early Intervention Overview: CA Department of Developmental Services](#)
  - c. Doug noted that applying for the ICC via DDS is fairly easy, though becoming Governor-appointed involves a lengthier process that can take years.
- 8. Samantha Hebermehl, Parent Representative, recalled having many questions as a new member, and suggested sharing the [Early Start infographic](#) and information about all the ICC partners with new members.
- 9. Robert Rochin noted that the infographic is already translated.

*Action Items:*

- a. Hold a meeting in-between quarterly meeting to create an outline of the newcomer orientation agenda and new PowerPoint.

## **Finalize Proposed Mission Statement**

---

- Robert Rochin read the proposed mission statement:  
To promote and strengthen a coordinated system of services and supports for infants and toddlers, birth to three years old, who have or are at risk for a disability. We are committed to a relationship-based, family-centered approach that fosters meaningful partnerships between families and professionals and encourages effective interagency collaboration.

As an advisory body to the California Department of Developmental Services (DDS), the ICC seeks input and guidance from a diverse group of stakeholders. By incorporating a wide range of lived experiences and perspectives, we aim to ensure that our recommendations are inclusive, culturally responsive, and reflective of the needs of all communities we serve.

- Doug Erber invited comments.
- Committee will present the statement at tomorrow's meeting as part of their committee report to the ICC council. There is a possibility to recommend revision, and then the Council will vote on it.

#### *Action Items:*

- Doug Erber and Robert Rochin will share the mission statement at tomorrow's meeting.

#### **Review the ICC Flyer**

---

- Robert Rochin showed the [ICC Flyer](#) onscreen, shared the link, and requested feedback on it and its relevancy to new members. For example, Robert suggested adding an FAQ about child care reimbursements.
- Doug Erber suggested adding information under "Getting Involved" about simultaneous interpretation in ASL and Spanish, and how DDS will find simultaneous interpreters in other languages like Vietnamese or Chinese. He noted the benefits of making the flyer available in various languages.
- Samantha Hebermehl, Parent Representative suggested revising the bullet point on "Meet other parents" to reference that you will also meet people from ICC's partner agencies.
- Donna Perry suggested adding a QR code so people could easily reach the website.
- Yvette Renteria suggested a revision to the line about "child with disabilities" as opposed to "child with a disability."
- There was discussion about the potential for two flyers, one focused on getting involved, and one on recruitment. Another consideration included that Regional Centers and FRCs have limited space, and there are varying approval processes for Regional Centers. There was agreement on the value of offering the flyer in various languages to increase community member representation.
- The decision was to have one flyer letting people know what the ICC is and how to get involved.
- Robert Rochin suggested inviting the [Association of Regional Center Agencies](#) (ARCA) to lead the work on another type of recruitment flyer.
- Doug Erber shared that the Drowning Prevention flyer that was previously created was successfully disseminated as he saw it at a pediatrician's office.
  - [Drowning Prevention: CA Department of Developmental Services](#)



➤ [Drowning Prevention Infographic](#)

- There was agreement to establish the new orientation material first and then consider ways to promote the ICC member recruitment flyer.

*Action Items:*

- Robert Rochin and Doug Erber will make a recommendation to update the ICC flyer.
  - Add more about “Who you’ll meet” such as statewide partners, agencies and other family representatives.
  - Add information about translation and how to request accommodations.
  - Consider an FAQ that includes information such as reimbursement for travel and child care for community representatives who have been appointed through various processes, such as DDS or the Governor’s office.
  - Add a QR code of the ICC website.
  - Edit the flyer to have more clarity about single or multiple disabilities.
- Reach out to ARCA for assistance with recruitment efforts and/or a flyer specifically for regional centers.

## Public Input

---

- Jane Lee shared the public input guidelines.
- Samantha Hebermehl, Parent Representative saw an ICC flyer at a recent resource fair and shared the importance of recommending the ICC to others.

## Next Steps

---

- Present the updated ICC mission to the ICC body for review and vote
- Robert Rochin and Doug Erber to use the current new member orientation agenda and PPT as the basis to create a new agenda and PPT.
- Proposed committee meeting on January 21, at 12:00 PM, for about an hour, to review the progress on the new agenda and PPT. Date confirmed by Jasmine Suo.
- 3:40 p.m. meeting adjourned.

**MEETING ATTENDEES**  
**Thursday, October 16, 2025**

**MEMBERS PRESENT**

---

Doug Erber	Marie Poulsen	Suada Sergio (for Shanice Orum, DSS)
------------	---------------	--------------------------------------

**COMMUNITY REPRESENTATIVES PRESENT**

---

Debbie Sarmento	Robert Rochin	Stephanie Gomez
Donna Perry	Samantha Hebermehl	

**INTERPRETERS PRESENT**

---

Alejandra Serrano/Spanish	Jonathan Webb/ASL	Yelka Vargas/Spanish
Danielle Lazarus/ASL		

**OTHERS PRESENT**

---

Adrianne Martin	Jadolphus Fraser	Liliana McDonough
Angela McGuire (WestEd)	Jane Lee (DDS)	Martha Ornelas-Cruz
Asami Saito (DDS)	Jasmine Suo (DDS)	Mini Nandakumar (DDS)
Cynde Josel	Jenine Schmidt (WestEd)	
Dulce Flores		

## QUESTIONS?

Contact DDS/Children, Adolescents and Young Adult Services Division

**Email:** [earlystart@dds.ca.gov](mailto:earlystart@dds.ca.gov)

**Phone:** (800) 515-2229

**Mailing Address:** 1215 O Street, MS 7-40  
Sacramento, CA 95814