

Interagency Coordinating Council (ICC) on Early Intervention

Communications and Outreach Committee Minutes

September 15, 2026

[Meeting Recording](#)



MEETING MINUTES

OPENING

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

UPDATES FROM COMMITTEE CO-CHAIRS

- Jasmine Suo shared housekeeping items, including how to access Spanish and American Sign Language (ASL) interpretation, how to share comments, and how to use chat.
- Jane Lee invited attendees to enter their name and agency into the chat for roll call.
- Robert Rochin welcomed attendees and reviewed the agenda, which included committee updates, discussion of the proposed 2027 ICC meeting schedule, the new member orientation materials, the ICC logo, the ICC bylaws, public input, and any needed voting and next steps.
- Robert Rochin shared that the last meeting included discussions regarding the proposed 2027 meeting schedule, the new member orientation and mentorship program, an ongoing communication and outreach strategy, and a public comment that requested to include the State Council on Developmental Disabilities as a voting member.

DISCUSS 2027 ICC DAY 1 MEETING SCHEDULE

- Robert Rochin noted that at the last meeting, there was general support for avoiding Fridays in the proposed meeting schedule. He stated that the Day 2 schedule was already decided, and that the current discussion was about the committee meeting time for the Day 1 schedule.
- Jane Lee shared that the committee had previously discussed 1:00 to 3:00 PM or 12:00 to 3:00 PM as the proposed committee meeting time on Day 1.
- Robert Rochin proposed a 1:00 PM start and Christina Blevins and Suada Sergio agreed via chat. Robert proposed a 3:00 PM end time and Suada Sergio agreed via chat. The committee agreed to propose a 1:00 to 3:00 PM time slot on Day 1.

- Jane Lee clarified that Robert Rochin should be prepared to present the committee's preferred schedule (1:00 to 3:00 PM time slot on Day 1) to the full Council at the November meeting for a vote.

REVIEW PROGRESS ON NEW MEMBER ORIENTATION AGENDA AND POWERPOINT

- Robert Rochin shared that he created a draft orientation presentation on Canva based on the committee's previous outline.
- The sections covered in the orientation included:
 - Welcome
 - Why this matters
 - What is Early Intervention?
 - What is the ICC?
 - How California's ICC on Early Intervention is organized
 - What does the ICC do?
 - Your voice matters
 - Topics the ICC works on
 - How ICC work impacts families
 - A brief history
 - How the ICC is organized
 - Who serves on the ICC
 - What to expect; ICC meetings
 - Support (to help with any kind of meeting preparation)
 - Resources
- Robert Rochin discussed the possibility of scheduling new member orientation on the morning of Day 1. The orientation could be held in person or virtually.
- Robert Rochin asked the committee to review the presentation in preparation for continuing the discussion at the next meeting in November.
- Christina Blevins asked via chat if anything was included about the bylaws or the roles of government appointees versus community representatives. Robert Rochin responded that there is information about the roles, but he could add more information on the topic. He also noted that the link to the bylaws could be included in the resources digital packet.

- Robert Rochin shared that he will continue working on adding additional photos in the presentation. Doug Erber asked if the committee has access to photos that are already approved by DDS. Jane Lee noted that DDS does not have to approve photos for this project, since it is a product of the ICC. Jane said she could check on sharing stock images if requested.
- Doug Erber suggested adding ICC branding/header text and the website address/QR codes to every slide.
- Anne De Medeiros shared in the chat that access and links to the shared drive can be sent to community representatives and governor appointees of the communication committee following the meeting if needed.
- Robert Rochin shared the link to the [Canva file](#) in case there are issues accessing the shared drive.

ICC LOGO UPDATE

- Doug Erber contacted the graphic design faculty at Cal State Long Beach regarding student support but learned that students require paid compensation rather than pro bono work.
- Robert Rochin invited the committee to look for any connections to a graphic designer who could create the logo. Lisa Schoyer shared via chat that she could possibly come up with some ideas.
- Jadelphus Fraser asked via chat if an artist can get a tax write-off for creating the logo at no cost. Lisa Schoyer responded via chat that artists cannot deduct the time spent creating the artwork.
- Jane Lee explained that if the committee decides on a finalized logo, the committee would then formally present it to the full Council for approval.

REVIEW ICC BYLAWS

- Doug Erber made some adjustments to the bylaws. Doug updated the ICC Mission Statement that the committee created and made a few minor edits. Additions were highlighted in yellow and deleted text was shown in red. Robert Rochin shared the bylaws on the screen.
- Jane Lee clarified that there was a request at the August ICC meeting to amend the bylaws to include the State Council on Developmental Disabilities (SCDD) as a representative. Jane explained that the bylaws have not been updated since 2007.
- Doug Erber added DJ Tomko's recommendation to include the SCDD and Family Resource Centers Network of California (FRCNCA) under the membership composition. Robert Rochin shared that it is not required for specific agencies to

be listed. Doug Erber responded that the language in bylaws should be a little vague and suggested omitting specific organizations in the membership composition list.

- Jane Lee mentioned that Jasmine Fang added comments to align the text with federal regulations and the Bagley-Keene Open Meeting Act. Jane suggested that the committee review those comments as well. Jane also shared a link to the [federal regulations regarding the ICC](#).
- The Chairs asked the committee to review the current [ICC By Laws](#) and the draft updated version that is in the shared drive so that the committee can continue the conversation in November.
- The committee agreed to prioritize finalizing the New Member Orientation presentation first. Bylaw updates will continue to be refined in the shared drive and formally addressed in the new year.

PUBLIC INPUT

- Jane Lee provided reminders about public input parameters.
- DJ Tomko, State Council on Developmental Disabilities, asked if another meeting was scheduled prior to November. Robert Rochin confirmed that there is not. DJ recommended holding longer or more frequent Communications & Outreach Committee meetings to advance multiple priorities more quickly.
- Doug Erber and Robert Rochin expressed appreciation for the feedback. They noted that committee members are volunteers with full-time workloads, making frequent meetings difficult. Robert encouraged members to utilize the shared drive asynchronously between meetings to edit drafts and contribute slides.

VOTING ON ANY PROPOSED ACTION ITEMS AND NEXT STEPS

- No formal committee vote was recorded during the meeting.
- Actions items:
 - Robert Rochin mentioned that the committee will continue the conversation about the ICC logo at the next meeting. Lisa Schoyer will review the logo ideas document shared in the SharePoint.
 - Robert Rochin asked the committee to review and add suggestions/edits to the draft New Member Orientation PowerPoint in the shared drive. The committee will review the presentation again in November.
 - Robert Rochin discussed at the August meeting the possibility of developing a communications calendar identifying timely information and

resources that ICC members could regularly distribute through their local networks. This will be revisited at the November committee meeting.

- Robert Rochin asked the committee to review the bylaws and make any suggestions/edits. The committee will conduct another review at the first meeting in the new year.
 - The Committee Chairs will formally propose the 1:00 to 3:00 PM Day 1 committee meeting time slot to the full Council at the November meeting.
 - Robert Rochin reminded everyone to register for the next [ICC meeting on November 5-6, 2026](#). This meeting will be hybrid, and the in-person location will be the San Andreas Regional Center (SARC).
- Meeting adjourned at 1:00 PM.

MEETING ATTENDEES

APPOINTED MEMBERS PRESENT

Doug Erber	Suada Sergio (for Shanice Orum)
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COMMUNITY REPRESENTATIVES PRESENT

Debbie Sarmento	Jadolphus Fraser	Lisa Schoyer
Robert Rochin	Cristina Blevins	

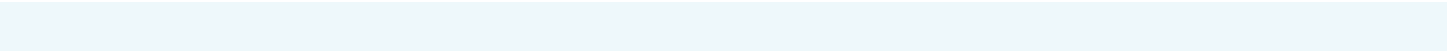
INTERPRETERS PRESENT

Renee Souleret, ASL	Rick Haffner, ASL	Yelka Vargas, Spanish
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OTHERS PRESENT

Anne De Medeiros, DDS	Elizabeth Villanueva	Lisa Lam
Becky Vang, DDS*	Evelyn Jackson	Marie Wecker
Carmen Ruiz-Ochoa	Jane Lee, DDS	Mirna Vanessa Alvare Garcia
Cathy Schulze, DDS	Jasmine Fang, DDS	
	Jasmine Suo, DDS*	Vicky Wheeler, Mission
DJ Tomko		

* Indicates attendance at the in-person meeting location



Questions?

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