

Approved on 05/17/07

INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION

EXECUTIVE COMMITTEE MEETING

February 22, 2007

MEMBERS PRESENT:

Theresa Rossini
Raymond M. Peterson, M.D.
Jim Bellotti
Toni Doman
Arleen Downing, M.D.
Gretchen Hester
Marie Kanne Poulsen, Ph.D.
Beverley Morgan-Sandoz
Debbie Sarmento
Elaine Fogel Schneider, Ph.D.

MEMBERS ABSENT:

Rick Ingraham

OTHERS PRESENT:

See Attachment A.

WELCOME AND INTRODUCTIONS:

Teresa Rossini called the meeting to order at 10:15 a.m. and self-introductions were made.

REVIEW OF AGENDA:

The agenda was reviewed and approved with an amendment. "Status of Recommendations" was inserted for discussion under Agenda Item #5 as 5.a.

APPROVAL OF NOVEMBER 2006 EXECUTIVE COMMITTEE MEETING MINUTES:

The November 2006 minutes were approved as written.

OSEP FINDINGS:

Dr. Peterson informed the Committee that copies of the OSEP letter regarding the verification visit of October 2006 and the Department of Developmental Services' (DDS) response to OSEP's findings had been distributed to members. Members were requested to review the documents in preparation for discussion at the May ICC meeting.

Kevin Brown provided a PowerPoint presentation (Attachment B) about the OSEP findings and the status of both the Annual Performance Report (APR) and the State Performance Plan (SPP) for 2005-2010. He highlighted major OSEP findings, that the APR and the SPP had been submitted to OSEP on February 16, 2007, and that the SPP had been updated per OSEP's findings and concerns. He also informed the Committee that both documents were posted on the following DDS website: www.dds.ca.gov/EarlyStart/ESResMaterials.cfm.

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Dr. Peterson recommended that the Committee review these documents in preparation for further discussion at the May 2007 ICC meeting.

PART C APPLICATION:

Kevin Brown reported that the Early Start Part C Application for 2007-08 had been posted on the following DDS website for public input and that input would be accepted for 30 days: www.dds.ca.gov/EarlyStart/ESHome.cfm.

STATUS OF RECOMMENDATIONS:

Kevin Brown handed out *DDS Response to ICC Priorities, Outcomes, and Recommendations* and informed the Executive Committee that there were three possible responses to the 33 recommendations submitted by the ICC: Accepted, Completed, or Not Accepted. A review of the responses by DDS revealed that 14 were completed, 15 were in process, and 4 were not accepted.

Appropriate action for responding to DDS' assessment of the 33 recommendations was discussed. It was agreed that at the Standing Committee Chair's discretion, committees could discuss DDS' response to either the recommendations that only their committee originated, or all of the recommendations and that further discussions related to this topic would take place in May.

STANDING COMMITTEE ASSIGNMENTS:

Theresa Rossini requested that each Standing Committee review priority timelines and determine the course of action for their committee. Work plans for the Public Awareness Committee (PAC) and the Quality Services and Delivery Systems (QSDS) committees were approved. It was agreed that work plans are fluid and change over time but that the general direction should remain constant.

PARENT LEADERSHIP AD HOC WORKGROUP:

Gretchen Hester reported on an interim meeting of the ad hoc workgroup. The workgroup is gathering information from other states about ICC processes related to parents. Gretchen also noted that the *Matrix for Parent/Family ICC Representation* had been updated and requested that Standing Committee Chairs remind parent members to complete the four parent surveys that had not yet been completed. The ad hoc workgroup requested information regarding parent representation on Standing Committees contained in the ICC Bylaws. Dr. Peterson stated that it was time for a review of the Bylaws and that he and Theresa would review them and report back to the Executive Committee in May.

COMMUNITY REPRESENTATION:

- Vacancies and Appointments:

Dr. Peterson reminded the Committee that currently, there are no representatives from the Department of Insurance or the Legislature and that he was hoping to meet with the Administration in the next few weeks.

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- Review and Assignment of Community Representatives:

Dr. Peterson reported that there were 11 applicants for ICC vacancies and that the ICC did not have an established process for responding to applications received. He noted the importance of timely and appropriate responses and that options would be considered by the ICC Chair and DDS. Dr. Peterson also requested each Standing Committee to review the handout *ICC Standing Committee Composition* in relation to their committee's representation, review current applications, and contact him about preferences of members, if any. When asked by Arleen Downing whether or not there is an ideal number of members for each committee, Dr. Peterson responded that the number would depend on the needs of each committee.

Kevin Brown and Dr. Peterson will contact community representatives who have not actively participated in the last year to assess their continued interest. Marie Poulsen suggested keeping track of excused and unexcused absences as one way of determining interest.

The Executive Committee determined that a listing of support options available to ICC parents or parents who may be interested in becoming ICC members needed to be developed. Kevin Brown indicated that he would provide information regarding this topic for review at the May meeting. Options suggested by members included attaching the *Newcomer Flyer* to the information and providing a copy of the *ICC Fact Sheet*. It was noted that the *Newcomer Flyer* may require modification to add ICC information.

REVIEW OF FEBRUARY 2007 ICC AGENDA:

Dr. Peterson reviewed the ICC agenda for February 23, 2007 highlighting the special presentation. The Action Item *ICC Annual Report for 2004-05* was also discussed and clarification made that the ICC's approval of the report provides Dr. Peterson with the authority to sign off on the document.

ICC SPECIAL PRESENTATIONS

The suggested topics for future presentations identified on the Executive Committee agenda were reviewed. Jim Bellotti noted that while DADP has primary responsibility for Proposition 63, many departments are involved so suggested a panel presentation at one of the ICC meetings.

Dr. Peterson recommended that rather than having a special presentation in May, the ICC could discuss the OSEP visit findings, the APR, and the SPP changes. There was consensus on the recommendation by the Executive Committee and agreement to postpone special presentations until September. In addition, DDS agreed to send a questionnaire to ICC members regarding prioritization of presentation topics.

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OTHER BUSINESS

- Public Input Protocol

Debbie Sarmento reported that the Family Resources and Supports Committee (FRSC) had been charged with developing a protocol for public input and that preliminary guidelines had been prepared by staff and submitted to the FRSC Committee for review. The Parent Leadership Ad Hoc Workgroup is to collaborate with the FRSC and final draft guidelines are to be presented to the Executive Committee for review and approval in May. It was also noted that DDS had developed a public input form for participants to complete prior to giving their input.

- Newcomer Orientation

Elaine Schneider submitted a letter that was prepared for newcomers which contained information about who they could contact if they had questions. The Executive Committee approved the letter for inclusion in the Newcomer Packet. It was also agreed to that a decision would be made in May regarding which day, Thursday or Friday, Newcomer orientations would be held.

- ICC Parent Award 2007—Call for Nominations

Elaine Schneider reported that the Parent Leadership Award nomination form had been disseminated to FRCs, Regional Centers, County Offices of Education, Special Education Local Plan Areas, other interested parties, and posted on the DDS website. Due date for receipt of nominations is March 1, 2007. (Note: the due date for nominations has been extended to April 12, 2007.)

- Travel and Expense Reimbursement

Pat Widmann reported that initial tracking of travel reimbursements indicated that it takes anywhere from 8-66 days depending on whether additional information is needed. The average turnaround time is about three weeks. An investigation into the reimbursement process will occur as additional tracking is analyzed. Parents and community representatives have the option of receiving a Travel Advance which takes 5-7 days to process. The availability of travel advances is included in the travel section of the ICC packet. DDS is considering the possibility of developing a child care reimbursement form.

Teresa Rossini surfaced the FRSC recommendations regarding travel reimbursement and how to make it easier for parents to be reimbursed for travel expenses. She reported that in other states, ICCs use a non-profit entity to take care of the parent's travel budget. Gretchen Hester added that many parents do not have credit cards and therefore, cannot make hotel reservations and followed by stating that some states have implemented different options for this dilemma, such as putting reservations on a state credit card.

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Kevin Brown requested that a list of suggestions to support parents and parent reimbursement be submitted to DDS for consideration. FRSC and the Parent Leadership Ad Hoc Workgroup members will provide a list for review by the Executive Committee. Marie Poulsen suggested Standing Committees could submit suggestions to the above groups for inclusion in the list of suggestions.

- Other

It was noted that the ICC meeting schedule was not in the February packet pending final identification of meeting sites. Meeting dates are on the DDS website. Information will be available in the next packet.

ADJOURNMENT

Teresa Rossini adjourned the meeting at 12:15 p.m.

STAFF AND OTHERS ATTENDING ICC EXECUTIVE COMMITTEE MEETING

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COMMUNITY REPRESENTATIVES

Cal Enriquez
Ed Gold
Susan Graham
Julie Kingsley
Laurie Jordan
Linda Landry
Al Millan
Kristine Pilkington
Sherry Torok
Kate Warren

ICC COMMITTEE STAFF

Angela McGuire
Peter Guerrero
Diane Kellegrew
Stephanie Myers
Elissa Provance
Virginia Reynolds
Kay Ryan

ICC STAFF

Kevin Brown
Patric Widmann

DEPARTMENT LIAISONS

Suzanne Del Sarto
Erin Paulsen
Sue Winar

GUESTS

Susan Chapman
Michele Donahue
Charlaine Hamilton
Susan Miller
Shane L. Nurnberg
George Pascua
Mary Ellen Peterson
Shirley Skadan-Smith
Kelly Young