

Approved on 02/21/08

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING NOTES**

COMMITTEE: Family Resources and Supports Committee

RECORDER: Stephanie Myers, WestEd/CPEI **DATE:** November 29, 2007

COMMITTEE MEMBERS

PRESENT: Rachel Hagens, Laurie Jordan, Julie Kingsley, Sherry Torok, Terry Colborn

ABSENT: Theresa Rossini (Co-Chair), Juno Duenas, Michelle Morales, Al Millan,

GUESTS: Anna Ly (DDS). Rick Ingraham, (DDS)

LIAISONS: Michele Donahue (DDS), Michael Zito, (CDE)

MEETING NOTES

- I. INTRODUCTION AND WELCOME
Debbie Sarmento welcomed everyone and everyone introduced themselves.
- II. AGENDA REVIEW
The following was added to the agenda to be discussed at this meeting:
 - Respite Paper work/what to bring for February 2008 meeting
 - Lanterman information from Michele Donahue
 - Distribution process of Early Start materials
 - Physicians working with families after diagnosis
 - Placemat – definition of committees
 - Public Input Tracking FormThe agenda was approved with the above additions.
- III. REVIEW AND APPROVAL OF PRIOR MEETING NOTES
The FRSC September 2007 Committee meeting notes were approved.

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IV. EXECUTIVE COMMITTEE REPORT

Debbie Sarmento provided highlights of the Executive Committee meeting.
Questions/discussion

- Work on work plan and finish recommendations by May 2008 meeting.
- Parent Leadership AdHoc work group will meet again
- Recruitment and appointment protocol information
 - How is the ICC going to make appointments?
 - Is the process ongoing?
 - Bylaws
 - 2008 schedule on page 201
 - Tracking Public Input

V. PRIORITY/OUTCOME AND ACTION PLAN

PRIORITY: SUPPORTS FOR CHILDREN AND THEIR FAMILIES IN NATURAL ENVIRONMENTS

Michele Donahue provided information from the Lanterman Act about respite that was requested from the previous meeting. The committee looked at the information and will keep it with the data and other respite information that has been compiled for future work of the committee.

The following recommendations are ready to be submitted for the next ICC:

Recommendation: The Family Resources and Supports Committee recommends that respite information be included throughout the Early Start System and will include, but not limited to, the Early Start Institutes, Service Coordinators Handbook, FRCNCA resources, Regional Center Resources and the Family Support Guidelines.

Recommendation: The Family Resources and Supports Committee recommends that the monitoring process review public awareness and usage of respite services with families and Service Coordinators.

Recommendation: The Family Resources and Supports Committee recommends that detailed information about respite services be included in the Service Coordinators handbook as part of family support services.

Recommendation: The Family Resources and Supports Committee recommends that DDS continue to pursue alternative ways to distribute the Service Coordinators handbook via website and online trainings.

Stephanie will request the recommendation form from DDS and will submit as an attachment with the meeting minutes.

VI. COMMITTEE ACTIVITIES

A. FRSC Committee Membership Update and Discussion

Rick reported that there were 9 people at the Orientation meeting on Thursday morning. The FRSC discussed and asked what are next steps for assignment of

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committees for the current list of committee applicants. Debbie will ask about membership at the full ICC.

- B. Public Input Tracking Form – reviewed at the Executive Committee. There will be a column added for follow up. Under Parent/Professional are there other options, Grandparents, friend, other relative. Keep track of how input is provided i.e. in person, letter, etc. The public input could be used at the off site meeting to determine priorities for the upcoming year. Follow up to the committee. Can / will DDS be able to follow up with the appropriate Regional Center?
- C. Respite presentation – Debbie thanked the committee for their time and effort in working on and being a part of the Respite Panel presentation.
- D. Respite Issue Paper work/what to bring for February 2008 meeting. Stephanie will send out an interim email as a reminder for ideas and information to be included for the working meeting in February on the issue paper.
- E. Michele Donahue shared the information that the committee requested DDS regarding Lanterman and Michele shared the information with the committee.
- F. Distribution process of Early Start materials. The committee asked Stephanie to find out how Early Start materials are distributed. Stephanie met with Elissa Provance and discussed the distribution process for ES materials, Elissa explained that ES materials are distributed and generated typically by request. The committee suggested that when a brochure is in another language it would be helpful to identify the language in English on the brochure.
- G. Physicians working with families after diagnosis – how is the *California's Early Start Program – The Role of the Health Care Provider* brochure distributed and used?
- H. Placemat – definition of committees. Recommended new wording for the FRSC “box”: “Assures awareness of family needs and supports”. Debbie will report this to the full ICC and Stephanie will give the information to Angela.

VII. OTHER

- Agenda items for February 2008
 - i. How are physicians talking with families after diagnosis? Is there a need for training on sensitivity?
 - ii. Administration Training Law Judges
- Stephanie will bring Service Coordinator handbook
- Stephanie will send an Interim email update for Respite reminder: what has been done, what needs to be done, ideas for issue paper.
- Terry Colborn asked for any information regarding programs that provide counseling/therapy to families of children with special needs in Easter Seals Early Start program.

VIII. Next meeting: February 21, 2008

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IX. Adjourn: 4:25 pm

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**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING AGENDA**

COMMITTEE: Family Resources and Supports

RECORDER: Stephanie Myers, WestEd/CPEI

DATE: February 21, 2008

AGENDA

I. INTRODUCTIONS AND WELCOME

II. AGENDA REVIEW

III. REVIEW AND APPROVAL OF PRIOR MEETING NOTES

IV. EXECUTIVE COMMITTEE REPORT

V. PRIORITY/OUTCOME AND ACTION PLAN: SUPPORTS FOR CHILDEN AND
THEIR FAMILIES IN NATURAL ENVIRONMENTS
REVIEW, INPUT AND UPDATE ACTION PLAN
REVIEW AND SUBMIT RECOMMENDATIONS

VI. COMMITTEE ACTIVITIES

RESPITE PAPER ISSUE PAPER

HOW ARE PHYSICIANS TALKING WITH FAMILIES AFTER

DIAGNOSIS? IS THER RE A TRAINING NEED ABOUT SENSITIVITY?

DISCUSSION ABOUT ADMINISTRATAION TRAINING LAW JUDGES

X. RECOMMENDATIONS/ACTIONS

XI. OTHER

XII. NEXT MEETING