

Approved on 11/29/07

**INTERAGENCY COORDINATING COUNCIL  
COMMITTEE MEETING NOTES**

**COMMITTEE:** Family Resources and Supports Committee

**RECORDER:** Stephanie Myers, WestEd/CPEI **DATE:** September 20, 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, Debbie Sarmiento (Co-Chair)

**GUESTS:** Donna Clayson, Department of Alcohol and Drug

**LIAISONS:** Michelle Donahue (DDS), Sue Winar (DDS)

**MEETING NOTES**

- I. INTRODUCTION AND WELCOME  
Julie Kingsley welcomed everyone. Julie agreed to step in for Theresa and Debbie who were unable to attend this meeting.
- II. AGENDA REVIEW  
The following was added to the agenda to be discussed at this meeting:
  - The Family Support Guidelines
  - Placemat information/input
  - Distribution process of Early Start materialsThe agenda was approved with the above additions.
- III. REVIEW AND APPROVAL OF PRIOR MEETING NOTES  
The FRSC May 2007 Committee meeting notes were approved.

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#### IV. EXECUTIVE COMMITTEE REPORT

Julie Kingsley provided highlights of the Executive Committee meeting.

Questions/discussion

- EE9 Dissemination Plan for the Physician brochure. At the EC discussion was held about evaluation. The FRSC discussed that evaluation is very difficult if there is not a dissemination plan (pg 176).
- IC-10/awareness Concern and discussion about materials that have not gone to the FRSC and have now been printed, i.e. the Physician pamphlet and the placemat (pg 186).
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Bylaws: Should the ByLaws be changed after the final regulations are distributed or will that be too far out?

Theresa, Elaine, Mac, Rick and maybe Kevin to meet to discuss committee membership. The FRSC committee membership discussion was held at both the February and May 2007 meetings the recommendations are listed on page 207 of the September 2007 meeting book.

ICC Meetings 2008: The parent attendance at the February ICC meeting will be affected because the FRSI is the next week.

#### V. PRIORITY/OUTCOME AND ACTION PLAN

##### PRIORITY: SUPPORTS FOR CHILDREN AND THEIR FAMILIES IN NATURAL ENVIRONMENTS

Sue provided data and information requested about different types of respite by ethnicity and by the service group to each Regional Center. The data collected is not tracked by agency. At this time the committee decided that the data requested does not provide specific detail about respite that will impact the priority at this point. However, the committee did agree that future data elements may be necessary when finalizing and producing other recommendations.

#### VI. COMMITTEE ACTIVITIES

##### A. FRSC work plan

Sue to check on Lanterman Respite to bring to the November 2007 meeting.  
Steph to follow up with CDE liaison regarding data request from CDE.

##### B. Family Support Guidelines

Sherry Torok took us through the history of the Family Support Guidelines 1994 document and also walked the committee through the process for revision and approval process for publication and revisions. It was apparent to the FSG writing group and to the FRSC that Family Centered Care has come a long way since 1994.

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The draft Family Support Guidelines document was handed off to the FSG reader's group and the instructions for the reader's and information was also provided.

#### C. Placemat/Process for Visitors

Julie asked for input and suggestions for the placemat. Stephanie will give input to Angela McGuire.

##### Comments/discussion

- Giving Input: public input should be consistent (pg 3 bottom with pg 4)
- Committee description: use description from off site and work with committee for accurate descriptor and make boxes larger
- Contact information for the volunteers, Guide Coordinator
- ICC first then Community Reps part under comp of ICC under a bold heading under the State Agency Representatives

Process piece for Visitors will be discussed at the November 2007 meeting.

E. Distribution of Early Start materials: Stephanie will find out what the distribution process is from WestEd and DDS and report back at the November 2007 meeting. Early Start materials/publications suggestion: write in English what language the material is in on the brochure, if it is in another language.

#### F. Respite Presentation

The committee volunteered for tasks for the November 2007 presentation on Respite.

- Stephanie will call and follow up with Mac (as requested by Mac)
- Rachel Hagans will ask Wanda Davis to co-present
- Julie Kingsley to talk to Shane
- Stephanie will call Rebecca Carroll and ask her to be a part of the parent panel
- Julie Kingsley will ask Sherry Torok to facilitate the panel discussion

#### VIII. OTHER

##### Physician brochure discussion

- The committee discussed the mailing costs of the brochure
- Was there a letter or information piece that went with the Physician brochure for dissemination?
- Is there a place for local information/numbers/contact?

Terry Colborn announced that Virginia Reynolds will receive the Easter Seals 2007 Disability Advocate Award on October 25 at the DoubleTree in Sacramento.

IX. Next meeting: November 29, 2007

X. Adjourn: 5:00 pm

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**INTERAGENCY COORDINATING COUNCIL  
COMMITTEE MEETING AGENDA**

**COMMITTEE:** Family Resources and Supports

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2007

**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

FRSC COMMITTEE MEMBERSHIP UPDATE AND DISCUSSION  
PUBLIC INPUT (GUIDELINES and TRACKING) INFO AND UPDATE  
RESPITE PRESENTATION  
RESPITE PAPER WORK/WHAT TO BRING FOR FEBRUARY 2008  
MEETING  
LANTERMAN INFORMATION FROM MICHELE DONAHUE  
DISTRIBUTION PROCESS OF EARLY START MATERIALS –  
STEPHANIE TO BRING  
PHSICIANS WORKING WITH FAMILIES AFTER DIAGNOSIS  
PLACEMAT – DEFINITION OF COMMITTEES  
PUBLIC INPUT TRACKING FORM

X. RECOMMENDATIONS/ACTIONS

XI. OTHER

XII. NEXT MEETING