

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING MINUTES**

COMMITTEE: Public Awareness

RECORDER: Sue Winar

DATE: March 21, 2002

COMMITTEE MEMBERS

PRESENT: Zelna Banks (Acting Chair), Kathleen Colvin, Stephanie Pringle Fox, Nenita Herrera-Sioco, Cynthia Jaynes, Shirley Stihler

STAFF: Sue Winar

DDS LIAISONS: Pat Hastings

ABSENT: Elaine Fogel Schneider, Christina Johnson, Martha Sanchez

GUESTS: Ken Freedlander

SUMMARY OF IMPORTANT POINTS AND ACTIONS CONSIDERED

- I. Introduction and Opening Comments:**
Introductions were made.
- II. Agenda Review:**
The agenda was approved with the following changes. The OSEP visit and review of the ICC Parent Flyer were added to the agenda. Review of the referral brochure and tools for outreach were moved to the end of agenda. Strategies for Foster Care Outreach were deferred to the May agenda.
- III. Review and Approval of Minutes:**
The minutes from January 24, 2002 were approved. The parent recruitment flyer will be included in the next ICC packet.
- IV. Committee Tasks and Activities:**
 - A. Follow-up on Action Items:**
Stephanie reported that the Matrix Family Resource Center provides a parent stipend through the "Family Participation Fund" to parents who

participate in meetings related to education. This may be used for parents who wish to attend ICC meetings.

Stephanie invited several parents to attend the ICC. Pat and Stephanie provided a brief newcomer orientation prior to the Committee of the Whole meeting on Thursday morning. The feedback from parents was very positive.

Pat reported the ICC Handbook has been completed and submitted to the Chair for review.

ACTION: Pat will make a copy of the ICC Handbook available to PAC upon approval.

ACTION: Zelna, Pat and Nenita will draft a proposal to the ICC to request that a newcomer orientation be made available to any new members as part of the ICC meeting. This proposal will be presented for review at the next PAC committee meeting.

ACTION: Sue will send a copy of the Strategic Plan & draft of the PAC activities/accomplishments for the annual report to Elaine & Martha who are absent.

ACTION: Nenita will email the ICC parent flyer to PAC members prior to the next meeting.

ACTION: Linda Landry will invite parents to the next ICC and Newcomers Orientation.

ACTION: Pat will request that information about the Newcomer Orientation meeting at 9:00 a.m. be included in the next ICC packet.

B. OSEP VISIT

The Office of Special Education Programs (OSEP) project officer, Rhonda Ingle will be attending the May ICC meeting. Ms. Ingle will be visiting each committee for a brief overview of committee activities and mission. PAC discussed current Early Start issues and related PAC activities:

- Recruitment of qualified Early Start personnel is a concern for ICC/PAC. In response to this the ICC/PAC Proposed Strategic Plan recommends that a recruitment brochure or flyer be developed. Also the Community College Paraprofessional Preparation Project is an Early Start recruitment project coordinated by WestEd that offers an early intervention assistant curriculum and/or certificate for paraprofessionals that provides an entry into the early intervention system.

- Strategies for recruiting parents & professionals to the ICC: PAC has developed a recruitment flyer and plans for orientation meetings to be held at the ICC meetings.
- Strategies for Foster Care Outreach would include distribution of Early Start brochures to all those involved in the foster care system as well as sending representatives to attend the Foster Care Stakeholder annual meeting

Ken Freedlander met with PAC and answered questions regarding Early Start site monitoring visits. At the request of the committee, Ken will publish the proposed schedule of site visits. He is interested in any effort to facilitate parent participation in monitoring visits. Training is available to develop a cadre of qualified people for the monitoring team. He confirmed that site visits do include parents as team members and that families are always interviewed as part of the monitoring process. If the PAC committee would like to have site reports presented at ICC meetings, the protocol would be for the ICC to make a formal request to the Department.

C. PAC Activities/Accomplishments For 2000/01 Annual Report

PAC reviewed the activities/accomplishments for the 2000/01 Annual Report and recommended the following changes:

- Prioritized activities & target populations for outreach efforts emphasizing Foster Care strategies.
- Recommended a three year Strategic Plan for Comprehensive Child Find & Public Awareness
- Provided advise and assistance to update and revise several Early Start resources, including the traveling displays and Early Start logo.
- Reviewed & provided input about general awareness activities, informational materials, specific to families and dissemination strategies.
- Add: suggested outreach to specific conferences and training events.

D. ICC Certificates Of Appreciation

PAC reviewed criteria for awarding certificates of appreciation and amended the criteria as follows:

- Certificates should be issued to ICC members and/or community representatives who meet the criteria and served on the ICC within the past seven years (since Part C implementation in October 1993)
- Each recipient must have been an active member for at least three years.

ACTION: Zelna will request approval from the ICC, to award certificates at the May ICC meeting.

E. Samples Of Local Public Awareness Efforts

PAC members shared resource information and samples of outreach materials:

- Pat shared Family Voices' "Bright Futures Family Pocket Guide: Raising Healthy Infants, Children and Adolescents" which they recommend be included in the Prop 10 parent kits. Pat also shared samples of various calendars and the brochure "Inviting a Parent to Special Quest Training". She shared that the "Reference Book of Pediatric Educational Materials" included information about children with developmental disabilities.
- Zelna shared a developmental wheel, her SELPA's IFSP Feedback booklet for parents, generic Early Start referral form, and hospital discharge booklet.

F. State Agency Reports

Sue reported for the Department of Developmental Services

- Governor Gray Davis declared March 2002 as "Early Start Month" and issued a proclamation which can be found on the DDS website www.dds.ca.gov.
- The FRCN Conference, "Celebrating Families Embracing Diversity" was held February 25 and 26, 2002 in Ontario, CA.
- The Service Coordinator Institute: Foundations (SCIF) will be held on May 21-23, 2002, in Berkeley. Pat shared the new Service Coordinator Handbooks.
- The Service Coordinator Institute, Advanced (SCIA) will be held on July 8 and 9, 2002 in Monterey.
- The Early Start Public Service Announcement (PSA) was distributed to TV stations throughout California last week. VHS tapes will be distributed to Family Resource Centers, regional centers and CDE in the near future.
- The Baby Line had 229 calls in January 2002 and 217 calls in February 2002
- The Early Start Resource distribution report was shared and is attached.

Pat reported for the Department of Developmental Services

- The Annual Report for July 1999 - September 2000 has been distributed and won a prestigious CAPPIE award.
- Revised Fact Sheets/Outreach Packets have been printed. A sample was shared with the PAC.
- Janet Canning will be the new CDE liaison to the PA Committee.

Cynthia reported for the Department of Alcohol and Drug Programs

- Twenty-five site monitoring visits will be conducted quarterly. Technical assistance will be offered as needed.
- A listing of liaisons for the County Office of Peri-natal Substance Abuse was provided and is available in the ICC minutes.
- A technical assistance RFP for a contractor with knowledge of the Early Start system to provide Training and Technical Assistance (TA) to

programs serving pregnant and parenting women and their children, has been released and will be due at the end of April 2002.

G. Referral Brochure Content

PAC reviewed brochure and made edit recommendations on content and format.

ACTION: Sue will distribute the revised brochure for review at the next meeting.

H. Tools For Child Find & Public Awareness”

Stephanie interviewed physicians regarding outreach strategies concerning the referral process and found that the Information should be presented as continuing education credits (e.g. internet or in workbook form) and/or in the context of the flow of the office (part of office procedures).

Stephanie presented a “Reaching Out to Health Care Providers” workshop at the Family Resource Center & Network Conference in February. Thirty people attended the workshop.

ACTION: PAC members will review “Reaching Our Health Care Professionals” and respond to Stephanie by May 15.

I. Proposed Agenda, May 2002

- Finalize the ICC parent newcomer flyer
- Develop recommendations regarding recruiting, mentoring and sustaining ICC members
- Review revised referral brochure
- Develop foster care outreach strategies

V. Meeting adjourned