

Interagency Coordinating Council (ICC) on Early Intervention: Communications and Outreach Committee Meeting Minutes

April 17, 2025

Time: 2:00 p.m. – 4:00 p.m.

Link to Zoom Recording: [ICC Day 1
Committee Meeting \(Communications\) -
Zoom](#)



MEETING MINUTES

Opening

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

Updates from Committee Co-Chairs

- Recap of the previous meeting

Review and deliberation of Survey-Derived Recommendations

Discussions and Agreements:

- Recap- English overrepresented, missing disciplines and rural areas and immigrant communities missing.

Goals to think about:

- Define and promote the purpose of the ICC,
 - Re-evaluate the outreach materials that currently exist,
 - Engage the direct service providers and partners to help get the word out about ICC,
 - Begin a mentorship (buddy) program for new members,
 - Gather input from the underrepresented groups to find out why they are not engaging.
- Discussion of goals
- It is important to share that this group is Federally mandated
 - Show the value of participating in the group for people personally
 - Offer some type of guide to how the agencies in the ICC are connected
 - Find ways to engage people more in the meetings and share that with possible participants, what does the meeting look like?
 - Engaging the partner agencies in helping get the word out about the ICC and share the benefits of participating in the ICC. Where do families go when they need support? Are those agencies promoting the ICC?
 - Publicize the roles within the ICC that need to be filled so we can publicize the openings and invite
 - Does someone from the Governors offices need to attend to be in compliance? If so, how can we engage. Bylaws say that at least one member needs to be from the State Legislature. We are currently not compliant.
 - Discussion of quorum- should we move forward with gathering input from the underrepresented groups to find out why they are not engaging. We need representation from the underrepresented groups for a quorum. Need representation from the State Legislature,

parent of a child under the age of 6 with a disability, parents of children under 12 with disabilities. Should we add an invitation to the ICC to meeting agendas.

- Focus groups may be useful in gathering information from underrepresented groups, FRCs or other places.

Action Items:

Recommendations defined:

1. Develop materials that define and promote the purpose of the ICC to assist with understanding the benefits of participation.
2. Re-evaluate the current outreach materials to be sure materials are targeted, in plain language and accessible.
3. Encourage current ICC members to serve as champions in promoting participation, especially among underrepresented populations.
4. The establishment of a mentorship program for new ICC members.
5. The communication and outreach committee will review and consider the diversity of the membership and guide ongoing annual recruitment efforts.

- **Robert Rochin and Doug Erber (ICC Communication & Outreach Committee Chairs) will offer these recommendations to the ICC**

Begin offering updates at the beginning of the ICC meetings about what roles within the ICC are currently open for recruitment

- **DJ Tomko (DDS) will suggest that meeting facilitators or committee chair provide this information at the beginning of the ICC Quarterly meetings.**

Public Input

None shared

Next Steps

- Interim meeting: **June 25, 2025 (Wednesday) at 11:00 a.m.** to develop the workplan for the recommendations.
- Dates for next Quarterly ICC meetings: July 17 & 18 and October 16 & 17

MEETING ATTENDEES

MEMBERS PRESENT

Douglas Erber
Shanice Orum

Michelle Dove

Roberto Rochin

COMMUNITY REPRESENTATIVES PRESENT

Debbie Sarmiento
Stephanie Gomez

Julie Maier

Samantha Hebermehl

COMMUNITY REPRESENTATIVES ABSENT

Amy Hansen

June Ursini

Rosalyn Daggs

OTHERS PRESENT

Carmen Ruiz-Ochoa
Elizabeth Vega
Jadolphus Fraser

Maria De Jesus Rodriguez
Midori Perez
Noriko Ikoma

Victor Campos
Virginia Excontitta

DDS STAFF PRESENT

Asami Saito
DJ Tomoko

Jane Lee
Jasmine Suo

Joni Hasselbring
Leo Marchena

WESTED STAFF PRESENT

Amy Kaiser

QUESTIONS

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