

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

August 27, 2025

Time: 11:30 a.m. – 12:30 p.m.

Link to Zoom Recording:

[August 27, 2025, Zoom Recording](#)



## MEETING MINUTES

### Opening

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

### Updates from Committee Co-Chairs

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- Robert Rochin provided updates from the July meeting:
  1. The next ICC meeting will be held on October 16<sup>th</sup> and 17<sup>th</sup>. This will be a hybrid meeting with the in-person component being held at [Alta California Regional Center](#) (ACRC) in Sacramento. The Early Start team has identified two hotels ([Aloft Sacramento](#) and [Holiday Inn Sacramento](#)) for ICC members looking to attend the meeting in-person and members can book the hotel using Concur. Registration has already been sent out.
  2. DDS has created a SharePoint site to hold all Communications and Outreach Committee items and workgroup items. DDS also added outreach materials and previous Committee work for a new member orientation, including a PowerPoint and mentorship grid. Robert Rochin added the mission statement drafts and the subcommittee tracker to the SharePoint site as well.
  3. You can find the official notes on the ICC past meetings online if you want to review: [July 2025 ICC Communications and Outreach Committee Meeting Minutes](#).

### Review and Discuss Proposed Mission Statement

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- Robert Rochin shared an updated [mission statement](#). Robert and Douglas Erber (ICC Communication & Outreach Committee Chairs) revised the statement based on feedback from the July meeting. Additionally, they also included a plain language, family-friendly version of the statement as well. Committee members provided generally positive feedback on the statement and do not have any further edits.

#### *Action Items:*

- The committee will present the mission statement to the ICC in October and will highlight how the mission statement guides the work to diversify the ICC.
- Once approved, DDS will send the statement to its translation agency to translate the statement into different languages. The turnaround time is approximately 10 business days.

## Discuss and Confirm Work Group Participation

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- Robert Rochin and Doug Erber reviewed the subcommittee [tracker](#) and the proposed recommendations the committee will work on as a whole and in subcommittees. The recommendations include:
  1. Define and Promote Purpose of ICC (Committee)
    - Draft ICC purpose statement, identify key audiences, update website and materials.
  2. Reevaluate Outreach Materials
    - Gather current materials, conduct plain language and accessibility review, revise materials as needed, identify what is missing (wish list), making translations available on website.
  3. Empower Members as Champions
    - Develop “Champion” toolkit (talking points, email template, guidance on targeted outreach).
  4. Establish Mentorship Program
    - Define mentor role and responsibilities, create orientation materials (infographics, etc.), draft a structure (who will be mentors, how will they be matched), recruit mentors.
  5. Guide Recruitment Through Diversity Lens (Committee)
    - Request and review membership data, identify gaps, suggest recruitment priorities.
- Robert Rochin noted that WestEd created a mentorship grid and established a mentor program in the past and is wondering if a representative from WestEd can join the committee meeting to explain the history and utilization of the mentorship program and materials. Doug Erber shared that WestEd may have taken notes during the Communications Committee meeting and created the mentorship materials in the shared drive. Marie Poulson confirmed WestEd’s involvement. DDS clarified that WestEd’s work was completed through contract with DDS and that contract is being renewed. Debbie Sarmiento noted that Angela McGuire may have more information on WestEd’s involvement in the committee.
- Robert Rochin and Doug Erber are hoping individuals in this committee will provide leadership for these groups. Members can either work within the subcommittees, or the committee can work on all recommendations as a whole but it will take more time. Doug Erber is hoping to have in-person and virtual breakout rooms during the October ICC meeting for the subcommittees.
  - DDS clarified that it would need to request a breakout room from the same Zoom link, but it will need two separate rooms for the in-person breakout rooms. DDS will ask ACRC about that.

- Donna Perry noted that she submitted application to become a member but has not received membership approval, so she is not sure if she can join a committee. DDS responded that she applied and has been approved to join the committee as a community representative. Donna Perry also noted that she would like more information on how the committee is run and is looking to join the mentorship program. Doug Erber is happy to speak with Donna Perry over the phone to discuss her role in the committee.
- Julie Maier shared via chat that she does not have time to fully commit but is happy to contribute to the Empower Committee. Robert Rochin responded that he understands that members have competing priorities. A few other committee members responded that they would like to join a committee, but based on the general lack of responses, the committee will move forward with the recommendations as a whole and decide which recommendations to work on first.

#### *Action Items:*

- Doug Erber will reach out to Angela McGuire at WestEd to see if she can provide some history and insights on the new orientation materials added to the SharePoint site during the October ICC meeting and will copy DDS on the email.
- The committee will move forward with working on the recommendations as a whole instead of subcommittees.

#### **Public Input**

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- Michelle Dove asked via chat if there is a link to access the SharePoint committee materials. DDS will grant SharePoint access once Robert Rochin and Doug Erber send a list of who to grant access to. It will be read-only access and members can download material.
- Doug Erber encouraged committee members to join the ICC meeting in October in-person, as many useful conversations and information may be lost over Zoom. He is available to help anyone who needs assistance using Concur to book travel. Marie Poulson agreed and noted that it is important to get as many people as possible to attend the meetings as it helps develop professional relationships.

#### **Next Steps**

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- Robert Rochin and Doug Erber will present the committee's official recommendation of the ICC mission statement at the next ICC meeting in October.
- Doug Erber will reach out to Angela McGuire from WestEd to provide history and insights on the new orientation materials added to the SharePoint site.
- The committee will work together on the Define and Promote Purpose of ICC recommendation during the next meeting and will review materials that will help establish the mentorship program.
- Robert Rochin and Doug Erber will confirm SharePoint access for current committee members with DDS.

- Robert Rochin and Doug Erber will gather information on the ICC handbook for the committee as a whole.
- DDS will get the approved mission statement translated.

**MEETING ATTENDEES**  
**Wednesday, August 27, 2025**

**MEMBERS PRESENT**

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Doug Erber	Michelle Dove	Robert Rochin
Marie Poulsen		

**COMMUNITY REPRESENTATIVES PRESENT**

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Debbie Sarmento	Julie Maier	Stephanie Gomez
Donna Perry		

**INTERPRETERS PRESENT**

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Elizabeth Vega/ASL	Marc Gutierrez/Spanish	Rick Haffner/ASL
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**MISSION ANALYTICS STAFF PRESENT**

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Danielle Calloway

**OTHERS PRESENT**

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Anne De Medeiros (DDS)	Eric Zimmerling	Mini Nandakumar (DDS)
Barbara McCormick	Jane Lee (DDS)	Mike Odeh
Carmen Ruiz-Ochoa (DDS)	Jasmine Suo (DDS)	Ozman Hossain
Cathy Schulze (DDS)	Lisa Gonzalez (DDS)	Ryan Bigelow
DeAnna Bramhall	Mike Odeh	Serezamir Aguilar

## QUESTIONS?

Contact DDS/Children, Adolescents and Young Adult Services Division

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