



## ***Interagency Council of Brevard***

### ***Meeting Minutes***

**Date:** December 9<sup>th</sup>, 2015

**Meeting held at:** ESF, Brevard Public Schools

**Attendees:** Teresa Barrett, Almebia Britton, Zoe Conover, Cheyney Cushing, Emily DeWoody, Diane Dickson, Rita Ellis, Tricia Frame, Lori Goodwin, Robert Gramolini, Selma Johnson, Terry Matson, Michael McMahon, C.J. Miles, David O'Brien, Rosemary Pardey, Elaine Powers, Lynn Ellen Ruwet, Mariann Sampieri, Lynda Schuchert, Sharon Shocklee, Heather Theobald, Cindy Wickham, Jacqueline Yearby, Laura Sidoran, Dietrich Browne and Kari Finch

**Minutes taken by:** Emily DeWoody, secretary

**Welcome and Introduction:** Jackie Yearby opened the meeting and followed with introductions.

**Reviewed last month's minutes:** Emily DeWoody reviewed the November minutes.

**Treasurer's Report:** Terry Matson reports a balance of \$2,286.45. \$75 was spent on flyers. An additional \$60 was spent on START Conference flyers to be distributed at the Buddy Walk. \$20 was spent on 100 START posters. The Directory of Services brochure was updated.

#### **Conference Updates:**

- Everyone will receive a name badge at the registration area.
- ICB will pay for custodial services at Viera High School.
- We will have tech specialists available at the conference based on registration numbers. There is no charge to the ICB for the tech specialists.
- We will present Ashley McGrath with a check for \$150.

#### **David O'Brien, Program Updates:**

- The City of Palm Bay/Project Search program is moving out of Bayside High and into the Palm Bay City Hall.

- Health First programs at the two hospitals are doing well.
- BLAST numbers are growing.
- Students have to be a Vocational Rehabilitation client in order to get into Project Search.
- Students defer a standard diploma to enroll in a transition program. During the START Conference, David will be conducting a session on graduation requirements and the different programs available.
- LEAP trainers are collaborating with the BLAST program.
- Novel Engineering will be a new site beginning in January 2016.

### **More Conference Updates:**

- Tom Wilson from Met Life forwarded a template for the START Conference program booklet.
- The most popular START Conference topics selected in Eventbrite are
  - New graduation requirements
  - ABC's of Behavior Management
  - Guardianship and Trusts.
- 80 people have registered as of today.
- Someone suggested that we have a few larger print brochures. Someone will contact Jack Giordano for suggestions.
- The program booklet sessions will be coded either: All, Elementary or Secondary.
- Each session will be 50 minutes (with questions the last 10 minutes).
- All sessions will be located in one wing, on the first and second floors.
- Each room will have a facilitator. Facilitators will:
  - Take attendance
  - Keep track of time
  - Hand out materials
  - Collect name badges and evaluations at the end of the second session and return them to the registration area.
- We will need 25+ facilitators.
- Everyone needs to register for the event (even presenters, facilitators and ICB members).
- Maria Trieste from Health First donated 300 bags.
- Community Educators Credit Union donated \$200 towards the conference, a \$25 raffle item and will be donating pens.
- Panera's proposal is \$140 for 4 mini Danish trays and 5 mini bagel trays with cream cheese, and includes delivery. Coffee is \$191.
- Suggestions were made to check with Dunkin' Donuts, Starbucks and BJ's.

- Pens, certificates and evaluations will go into goodie bags.
- Brevard Public Schools works with Pepsi so Terry Matson is talking with them about water bottle donations.
- Viera High School will be open for set-up on Friday, January 19th. Please arrive at 4:00 PM to set-up your area.

**Next Meeting:** January 13<sup>th</sup> at the Brevard Achievement Center.

There is no meeting scheduled for February. The START Conference will take the place of the meeting.