



Interagency Council of Brevard

Meeting Minutes

Date: November 4th, 2015

Meeting held at: Brevard Achievement Center, Rockledge

Attendees: Teresa Barrett, Laura Bingham, Zoe Conover, Emily DeWoody, Diane Dickson, Kelly Gifford, Jack Giordano, Lori Goodwin, Robert Gramolini, Selma Johnson, Terry Matson, C.J. Miles, David O'Brien, Rosemary Pardey, Elaine Powers, Lynn Ellen Ruwet, Mariann Sampieri, Lynda Schuchert, Sharon Shocklee, Heather Theobald, Mary Thomas, Maria Trieste, Cindy Wickham, Michael McMahon, Almebia Britton, Monica Lampley

Minutes taken by: Emily DeWoody, Secretary

Welcome and Introduction: Terry Matson opened the meeting and followed with introductions.

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

Treasurer's Report: The current balance remains the same at \$2,526.10.

Presentation: Rose Pardey and CJ Miles from Fair Housing Continuum

- Discrimination for disabilities has increased over the years.
- 51.8% of total number of complaints are based on disability.
- There are 7 protected categories: race, disability, familial status, sex, national origin, color, and religion.
- People may be denied housing based on disability.
- Physical change or administrative change may need to take place. (example- being exempt from a policy)
- They are recruiting testers- similar to secret shoppers.
- Compare how people are treated- people pose as a potential buyer or renter.
- There are offices in Melbourne, West Palm and Miami.

Conference Updates:

- Registration opened (10/30/15)
- Terry Matson gets an email whenever someone registers.
- 23 people have registered.
- Cindy and Becky have worked on the technology end.
- Everyone needs to register on Eventbrite.
- Vendor form is 1 per organization.
- Registration will close February 12th.
- People will also be able to register at the door the day of the event.
- You must choose three topics of interest when you register-for information only
- Information will be shared at the November 16th ESE contact meeting
- 100 11x17 posters will be made to post at schools and agencies.
- You can connect Eventbrite to your Facebook or email.
- It is possible to go in and edit your info after you've registered.
- You will receive an email ticket with a registration number after registering.
- 4 techs will be available the day of the conference.
- Mallory White will be working with the Hawk buddies volunteers.
- Cafeteria set up-
 - there will be 60+ tables at VHS
 - set up Friday at 3:45
 - coffee, Danish, doughnuts will be offered in the Senior Room of the cafeteria
 - Have talked to both Chef Knight and Panera
- Return Vendor forms to Jackie Yearby.
- Handouts and info about agencies will go in the Live Binder.
- Heidi Hyche is overseeing the Live Binder.
- Terry will talk with Heidi about how to process that information. Jackie will find out how she wants that information presented.

Breakout sessions:

Sessions

- Reviewed list of presenters.
- Additional presenters: Dr. Kim Spence will do a session on sexuality, and FLP will present top 10 IEP tips.
- Each session will have a facilitator to keep time, assist with handouts and record keeping
- Last 10 minutes should be open to questions.

Registration

- Worked on evaluation that will be put in goodie bags.
- Last session will collect evals.
- Rose will take the Excel spreadsheet and make name tags (funds will be needed for printing)
- Will make sign-in sheets (3 types: vendor, BPS and parent/participant)
- The certificate of completion is done: attendees can get up to 4 in-service credits if an implementation plan is completed and turned in.

Marketing

- Print shop will add “pizzaz” to the save the date flyer.
- A poster will go out to every school.
- 500 flyers will be printed.
- Final wording for marketing was approved by Dr. Bobersky.
- Maria will bring Health First bags to December meeting.
- LEAP students will stuff the bags.
- Will try to get the word out in school newsletters.

Vendors

- Jackie Yearby will send out vendor list.
- Updating form for vendors.
- Bags will contain coupon books, pens, etc. (bags will not contain flyers- those can be obtained from the vendor tables)
- It was suggested that there will be a general info. table for those that cannot attend.

Announcements:

- The Directory of Services brochure is at the Print Shop and will be ready for the next meeting.

Next Meeting: December 9th, 2015 at ESF. (Bring ID)