

**Interagency Council of Brevard
Meeting Minutes
October 14, 2015**

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

Attendance: Jackie Yearby, Terry Matson, Mariann Sampieri, Linda Seegraves, Danielle Jones, Robert Gramolini, Zoe Conover, Lynda Schuchert, Jennifer Duros, Mary Thomas, David O'Brien, Kelly Gifford, Heather Theobald, Cindy Wickham, Becky Atwood, Jim Watson, Diane Dickson, Teresa Barrett, Sharon Shocklee, Elaine Powers, Selma Johnson, Lynn Ellen Ruwet, Lori Goodwin, Tabitha Ramminger, Nikki Biamonte, CJ Miles, Heidi Hyche, Mary Cancel, Cheyney Cushing, and Rita Ellis.

Meeting was held at Brevard Achievement Center in Rockledge.

Minutes were taken by Danielle Jones.

Review of Minutes: Danielle reviewed September meeting minutes as taken by Emily DeWoody.

Treasurer's Report: Terry stated that \$30 was spent initially on Save the Date cards for START Conference, as reported last month. Another set was printed in mid-September for \$60 (400 quantity). Three hundred flyers went out for the Parenting in Today's World attendee packets. Current balance is \$2,526.10.

Host Presentation: Linda Seegraves provided updates on Agency for Persons with Disabilities (APD). Linda reported that it was great to be back with ICB. The local office in Melbourne closed on September 30, 2014. Initially, five employees remained in Brevard, until Maryjane's retirement in December, all of which work from home. She explained that many people retired or resigned and they will not hire locally. Region 7 (Osceola, Seminole, Brevard, Orange) serves 2600 clients in four counties.

Linda reported that she is currently responsible for fielding calls in crisis and tracking down people without a good address in their system via internet search. She noted that the agency received funding to move people off of the wait list and onto the Med Waiver, but this has not happened since monies were received in July. Waiver letters are not being offered at this time as Tallahassee has not provided them. They need to locate correct addresses for people on the wait list. This requires increased time and they are not able to locate some.

APD has money to hire new people so a Community Affairs Liaison plus supported employment was hired. They will be based in Orlando and attend ICB meetings in the future. APD hopes to have this person on board by the end of the year as it is a slow process to hire through the State of Florida. Linda stated that she is unsure if she will return to ICB after the new person is hired.

APD has the same application process. If you know someone who is appropriate for their services, call Linda to take the referral. The application will now go through Orlando and Linda is not involved with that process. It can take a long time to process the application.

Big Development: Linda reported that the big change is involved in their crisis applications. There are currently 20,000 people on the APD wait list. Someone is considered to be in crisis, for example, when their parent is ill, or a child with increasing behavioral issues is out of control. In the past, the APD case manager did the paperwork, sent it to Orlando and then Tallahassee. Now, APD trusts local staff more so that paperwork will only need to go through Orlando for approval. Manager Clarence Lewis would approve in order to simplify the process for staff, as of September.

Question: Who to contact with referrals? Either Linda or Jackie Sigwart. Both have +250 cases in greater Orlando area. Linda noted that Brevard seems to take care of themselves and find alternate resources.

Question: If a family is in crisis without full Med Waiver and they are on the wait list, can they get bumped up? Linda reviewed the prioritization of the wait list categories:

Category 1: Active Crisis: person is a danger to themselves or others

Category 2: Kids in Foster Care

Category 3: Critical Needs/Pre-Crisis: Client is starting to show aggression, but not as severe. They were recently discharged from an institution or starting to cause harm to caregiver. Needs must be documented, rather than just reported

Category 4: Primary Caregiver (smallest category as this was the priority): Caregiver is age 70+ and no one else can take care of the person

Category 5: Students Finishing School within 12 months and want to attend school or go to work

Category 6: Age 21+

Category 7: Age 21 or less

START Conference February 20, 2016 Updates: We currently have less than two weeks until registration opens on October 30th. Cindy, Terry and Becky are going through the technology process for registration.

Parenting in Today's World Conference was held October 10, 2015. Registration was also completed through Eventbrite.

When people register for the event, registrants will be asked to select three topics of interest. Ashley McGrath, Keynote speaker will talk for approximately 30 minutes. Concern was brought up that if people aren't familiar with the session information, they won't select that topic. Breakout sessions include:

- Pre-K and Elementary Overview: parents can start to understand the process earlier and help their child travel through to 11th grade.
- Parent-to-Parent
- ABC's of Behavior Management: done by behavior analyst
- Why Do I Need APD, VR, SSA?: Panel discussion
- Project Lifesaver: was recently in the news for Melbourne/Beachside. A child was lost, tracking device assisted in the rescue.

- Graduation Requirements: David O'Brien will speak; current juniors and seniors will be the last to graduate with a special diploma
- Transition to Adulthood-Guardianship and Trust
- Transition Programs: BLAST, LEAP, Project Search
- Bullying and Vulnerable targets: Jenean and Paula will speak
- Leisure Activities: Special Olympics will be highlighted
- IEP's and 504's: What you need to know
- Adult Education/Project Success: GED, High School Diploma, Adults with Disabilities
- Specific Learning Disabilities and Varying Exceptionalities
- Autism-Social Awareness for the Socially Awkward
- Intellectual Disabilities and Access Points: presented by Mallory
- No Speech Therapist Required
- Helping My Child Communicate at Home and in the Community
- Able Trust Accounts
- College Living Experience: UCF has a program underway opening up for students with intellectual disabilities; EFSC has expressed a high level of interest as well; Davie and Broward currently have a program in place
- From School to Independent Living: My Story: previous client's story spoken from peer to peer

The plan is to get feedback once registration opens as to which topics provide the most interest to determine whether the sessions are run once or twice or if increased sessions need to open up.

Updates: Business Partners Fair was held a few weeks ago and Terry reported there are great opportunities with partners from the community. Community Educators Credit Union has agreed to participate and assist with some of the needs. A meeting with the representative will be arranged.

Terry noted that we have gone back and forth on a logo and it needs to be relatable for elementary through high school. A new logo was presented: **Start With the End in Mind: What's Your Path?**

This logo will be used for conference forms. Vendor Request forms will be returned to Jackie Yearby and Tabitha Ramminger.

Terry noted that the tables in the cafeteria at Viera High are circle and have chairs attached. Vendors/presenters will need to know this for planning purposes as most have rectangular table cloths.

Question: At the Parenting Today event, in service credits were provided to all educators. Will this be the case at the START Conference as well? Educators will register and receive in service points and Cindy will be in charge of entering them into ProGoe for Brevard County Teachers.

Question: Can out of county teachers and therapists also receive credit? Everyone will receive a certificate of attendance. They can submit this to their own district, who will determine if in-service credit can be given.

Hours were changed for the event. A new draft breakdown was provided. Set up will still remain at 3:30pm on Friday. Draft agenda:

7:00 – 7:30 – Vendor set-up Cafeteria
7:30 – 8:30 – Registration & Vendor Display
8:30 – 8:40 – Welcome and Program Overview
8:40 – 8:55 – Dr. Bobersky speaks
8:55 – 9:00 – Dr. Bobersky introduces Ashley, Keynote
9:00 – 9:30 – Keynote, Ashley McGrath
9:45 – 10:35 – Session 1
10:45 – 11:35 – Session 2
11:45 – 12:00 – Raffle Drawing – Auditorium
12:00 – 12:30 - Final Vendor walk through

Break Out Sessions:

Vendors/Agencies: Terry reported that they discussed the session topics and how the title alone will help people to decide if they will attend that session or not. Changes were made:

- Guardianship or Not? Instead of Transition to Adulthood-Guardianship and Trusts
- Vocational Rehabilitation will be presented along with BLAST, LEAP and Project Search and Agency for Persons with Disabilities and Social Security Administration will present in the Pre-K and Elementary Overview: Where Do I Begin?

Vendors: Jackie reported that they have decided to change the format.

- At registration, only one person per agency can register on the vendor registration form.
- Vendors will need to register by December 31. In January, the vendor committee will get the format together of where everyone will be placed.
- Email blast will go out to parents to present a map for the day of presenters.
- Elaine, Teresa, Selma and Mary will have a registration table for vendors to include a map of the event.
- Table top tents and name tags were discussed
- Email will be sent to committee for vendor list and application
- October 30th is the push date for registration

Registration: Cindy noted group discussions:

- Certificate of Completion will be generic (date, time, place) and will be placed in goodie bag.
- Suggestion for vendor application to be completed as hard copy, but Chair noted that request was for electronic application in order to create a database.
- Door prize tickets will be given out at the auditorium doors directly before the drawings.

- Website at Eventbrite will note that a photographer will be at the event to take pictures. Attendees can note at the registration table that they do not wish to have their picture taken and a red dot will be placed on their name tag to note “no pictures.”
- Remind the welcome person to notify attendees of the raffle at the end of conference to ensure that people stay around.
- Eventbrite address is currently very long. Becky will change this to a tiny URL for advertising purposes.
- Group started talking about conference evaluations, but there is a concern with them being done electronically. If the evaluations are completed at the event, we are more likely to get a better turn out. Idea was posed for people to turn in their evaluation for a raffle ticket. The thought is most people will not go back to a website to complete an evaluation electronically.

Public Relations/Marketing: Heather reported that the group:

- Started the new flyer to include the logo change and it should be ready by October 30th. They will remove the “save the date” title, include the new tiny URL link, and add the new logo. Currently working out where to display and how many are needed.
- Bright Feats: January newsletter is due by October 23rd. The committee wants the new flyer in the January edition. Tabitha and Jackie noted that they will be patient and wait for the new flyer.
- Discussed an ad line message to BPS parents, ESE teachers, ESF staff; wording was tweaked as they can’t use the flyer.
- Press Release to be completed through MetLife to Florida Today, Viera Voice and Suntree News.
- Requested to put START Conference information on your agency social media, websites and newsletter.
- Coastline newsletter advertised the “Save the Date” flyer.
Question: Can “Save the Date” flyers be given out at IEP meetings? The new flyer will hopefully be ready for the November 16, 2015 ESE Contact Meeting.

Announcements:

- Directory of Service needs an overhaul. This is a current work in progress. Plan is to use ICB monies to provide an updated version as it has not been done in a few years. Draft was provided and Terry asked for corrections to be made.

Next Meeting: Scheduled for **November 4th** (due to Veteran’s Day holiday), hosted by Fair Housing Continuum at Brevard Achievement Center in Rockledge.