

**Interagency Council of Brevard
Meeting Minutes
October 10, 2012**

Attendance: Donald Blair, Zoe Conover, Jennifer Duros, Swaby Flynn, Sherrie Fries, Lori Goodwin, Ray Herring, Danielle Jones, Kathy Lowe, Heather Mack, CJ Miles, Cathy Osaisai, Laura Pichardo, Mariann Sampieri, Lynda Schuchert, Linda Seegraves, Patty Smith, Nancy Taback, Heather Theobald, Jim Watson, Cindy Wickham, Jacqueline Yearby.

Remote Participants: N/A

Meeting was held at Brevard Workforce in Rockledge.

Minutes were taken by Danielle Jones.

Welcome and Introduction: Lynda Schuchert opened the meeting followed by introductions.

Mission Statement: Jennifer Duros read the mission statement as discussed at PATH meeting in February. It is thought that the group will read the statement at the beginning of each meeting in order to remember the goals of our group. Jennifer noted that the purposes were changed at the September meeting and will need to be updated on the by-laws, which Cindy agreed to do.

Once read, Heather Mack reported a correction on the purposes:

*Indicator 13: IEP compliance including Postsecondary Goals (LEA Profile data-
www.fldoe.org/ese/pd/2012LEA/Brevard/pdf)*

Review of Minutes: Danielle reviewed September meeting minutes. Minutes were approved by Linda Seegraves and seconded by Jim Watson, all were in agreement.

Treasurer's Report: Kathy provided the financial report noting a balance of \$1820.65. Spectrum booklets were distributed at the Parenting Today conference and will be handed out at the parent connection meeting on 10/16. The School Board was updated on ICB events and spectrum booklets were sent out to the members. Kathy mentioned that Brevard CARES and Florida Department of Children and Families were added and Kid Care was taken off of the booklets regarding mental health services available in our area, addendum is available for page 12.

Transition Fairs:

- January 26, 2013 from 2-4pm at McLarty Park, refreshments will be provided

- January 29, 2013 (TBD as waiting for confirmation), plan to invite SCATS as transportation has been a big barrier in this area, will discuss more at transition meeting
- February 5, 2013 from 4-6:30pm at Melbourne High School, time was set at last ICB meeting in order to coordinate for teachers and working parents, Maryjane Wysocki will present

Also, ICB labels are ready and now that ICB is a member of the Cocoa Beach Chamber of Commerce, they can be utilized.

Host Presentation: Lynda Schuchert and Danielle Jones provided an informal presentation about Vocational Rehabilitation (VR). They explained that since most members know about the agency, discussion was held about updates and questions were answered. Lynda reported job openings of staff interpreter (Melbourne) and VR Counselor (Titusville) that are currently available. Senior Counselor-School To Work position (Titusville) is anticipated to open in January 2013 as Michael Lavoie is retiring.

Danielle reported that since VR is not able to advertise, most referrals are via word of mouth, which may not always tell the full story. It is strongly recommended for all to attend orientation sessions: Monday in Titusville, Wednesday in Cocoa and Tuesday or Thursday in Melbourne. All orientations start at 10am. VR provides individualized services that are necessary to assist the client in their return to work. Lastly, most recent update involves Order of Selection, which started in August 2008. Once determined eligible for services, all clients were put into categories, depending on the severity of their disability. Category 3 just opened up for the first 100 people, which is the first time in four years.

- Kathy questioned if an orientation presentation could be brought to another site, which was confirmed. She explained that Mike Lavoie has an upcoming presentation on 11/7 and inquired if this could count as a person attending orientation and if Mike could bring applications, which was again confirmed.
- Don asked about the changes since each counselor started with VR.
 - Danielle explained that VR started looking at the “whole person” because if the applicant previously only had an issue with their leg that impeded them from working, that is all that would have been addressed in their return to work. Now, if they come in with the same issue with their leg, now we look at any other issues, like Depression from being out of work, which may impede them from working in the future.
 - Lynda explained that the School to Work caseload is seeing students with more severe disabilities. Previously, there were a lot of students with learning disabilities and now there are more clients with Traumatic Brain Injury or those on the Added Spectrum. She also noted that regular classrooms are now integrated with students with special education needs.
 - Lynda also reported that VR is also completing referrals to CWICs to ensure that they are familiar with how their SSA benefits can be affected

with a return/entry into the workforce. Mariann noted that Don Hendricks will return to work on November 6, 2012.

Proposal for ICB Members: Lynda said that she would like to resolve the issue today so that the group can move forward as a whole. Jennifer stated that she would like to clarify the discussion as she was confused after the last meeting. Her question was in relation to networking prior to the meeting because this was discussed at the last meeting and it was agreed to table the presentations.

The group reviewed the current listed Order of Business as listed at last meeting:

1. *Networking: Before the meeting begins*
2. *Business Portion of the Meeting: Includes: Welcome and Introductions, Review of Mission Statement and Purposes, Summary of Minutes and Financial Report (20 minutes)*
3. *Presentation: The host or hostess of the monthly meeting will be responsible for securing someone to speak (30 minutes) on a Topic of Interest (See attachment) voted upon by the membership at the June meeting (the host/hostess' choice), OR they may choose to speak on behalf of their own agency to provide updates.*
4. *Task Force Break-Out Sessions (40 minutes)*
5. *Task Force Reports (10 minutes)*
6. *Comments, General Announcements and Next Meeting Announcement (15 minutes)*

Special timelines to remember:

August—install officers (every two years- next installation is 2014)

September—review of task force goal(s), create an action plan to reach the goal(s), and elect a chair and co-chair for the task forces.

April—election committee appointed (every two years) and evaluate the task force activities for the year.

June—elect officers (every two years- next election 2014) and update Topics of Interest for presentations for the next year

Discussion:

- Nancy stated that she liked the idea of having a speaker/discussion topic, similar to today's meeting with the informal discussion, all seemed to be in agreement
- Danielle noted that although she likes having the informal discussion, she also likes having the extra time with the task forces, especially since Employment Taskforce needs to set up a Job Fair
- Kathy stated that they will need some taskforce time in November as they will need to finalize for the January transition fair since there is no ICB meeting in December. It was questioned if there is currently a presentation ready for the November meeting. CJ explained that he has talked with people in the housing industry and plans to have 4-6 speakers for a panel discussion.
 - Jackie questioned if there would be a flyer done for the presentation meetings, if we are trying to get more of the public involved. Discussion

of one person completing all of the presentations or each completing for their own.

- Group agreed to complete a mass email to all ICB members for Karen Johnson to disperse. All members who receive the email are free to send to anyone that they are interested in attending.
- Laura questioned if a RSVP could be added with her contact information to ensure that there is enough food available to those in attendance
- Heather Mack made a motion to add the word “topic” to Article 6, 3B, #2. In regards to the person in charge of the meeting (Article 6, 3A) include for them to send a flyer to Karen Johnson for distribution. First: Heather Mack, Second: Nancy Taback
- Discussion ensued to question if there is no speaker scheduled, we can have a topic for discussion. Kathy asked for it to be changed to “topic for discussion”. Jennifer Duros noted that discussions are for no more than 20 minutes in length. First: Heather Mack, Second: Kathy Lowe. All in favor, none opposed.
- Group decided to keep same Chair and Co-Chair

Taskforce Breakouts

Employment: Provided by Danielle

- Group decided to keep same Chair and Co-Chair
Chair: Jennifer Secor
Co-Chair: Danielle Jones, Lee Anne Ireland was taken off as co-chair as she no longer attends ICB
- Group made progress today to:
 - Clarify definition of Job Fair
 - Would like for it to include 3 parts: Speakers, Workshops, Employers
 - Possible date: May 2013 to be held during the week as this is when the employer is looking to meet with potential clients
 - Discussions about facilities to hold the event
 - Questioned if ICB monies could be utilized to assist in the facility fees/deposits, which Heather M clarified that they probably could not and would need to find a free location (government center, school board offices, schools)

Transition: Provided by Kathy

- Group joked that Kathy elected herself as chair
Chair: Kathy Lowe
Co-Chair: Heather Theobald
- Kathy explained that Nancy is the contact person for the first transition fair (January 26). There will be 24 tables and they need agencies to sign up at the next meeting. Lynda is agency contact for Northern Brevard and Jackie is the agency contact for Southern Brevard.

- Maryjane will complete a 30-minute presentation on the SSA-Work Incentives. Linda will develop surveys for parents, children and teachers to complete, Nancy will have a sign-up sheet for each fair and refreshments to serve.
- Email blitz will be sent to all ESE contacts
- North and South will be completed at high schools at 4, but will need to be confirmed with contact people. Kathy questioned when set-up could be completed and will need to confirm with the schools

Chamber Update: Heather explained that Sherrie was the spearhead and joined the group, which became official on September 25, 2012. Swaby also attended both events and was able to provide information.

So far, Heather and Sherrie attended:

1. New Partner Orientation: there were 60+ people in attendance and ICB completed a short presentation regarding our purpose as an introduction
2. Wednesday Friends Day: was very crowded as there were 225 people in attendance, both Sherrie and Heather were trying to get ICB's name out there and bring information back to the group
3. Heather found someone to develop the website page: more to come as she plans to contact them and follow up
4. Sam's Mingle: scheduled for Friday, October 12 from 8-9am where non-profits set up a display for all of the for-profits to attend and find out about their agencies
5. Chamber calendar was dispersed for information regarding upcoming events. If you attend, please identify yourself as a member of ICB and report your information back to the group as a whole
6. ICB Ribbon Cutting: can be completed at anytime, talking about having it at the November meeting
7. 50% off coupon was provided for FL Today advertising, might be able to find a company to sponsor for the additional monies

Announcements:

- ❖ ESE Parent Connection meeting scheduled for November 16 from 10a-12p and Heather Mack is scheduled to speak. Held at school board building in the board room.
- ❖ Ray explained that he attended Florida State University to attend training to be a tobacco specialist. He can now teach "Quit Smoking" seminars, which he is in process of scheduling and flyers were dispersed. Class is 6 weeks in length (cannot enter after 2nd week) and participants can obtain up to 4 weeks of tobacco free products to include: gum, patches and lozenges. Start date has not been set, but referrals can be sent to Ray.
- ❖ Don handed out a flyer about a program that Easter Seals is hosting in October for a special needs planning educational seminar. Event to be held on Monday, October 29 from 7-9pm at Palm Bay Vocational Services Programs offices for Easter Seals. Presentation given by Mary Anne Ehlert, president and founder of Protected Tomorrows, Inc.

- ❖ Nancy noted that Parks and Recreation calendars are available for October.
- ❖ Jim advertised for Brevard Back to Work program, co-sponsored through Brevard Workforce and Space Coast Human Resource Association. Event held on November 2, which will provide return to work information
- ❖ Jim also reported that a WISE seminar is scheduled through SSA on the employer's view of hiring people with disabilities. Event scheduled for October 10 from 3-4:30p and web registration available.
- ❖ Remote access is available for next meeting at library
- ❖ Sympathy card was presented to Lynda on behalf of ICB members on the death of her husband, Jeremy Schuchert.

Next Meeting: Scheduled for November 14th, hosted by Community Legal Services at Central Brevard Library in Cocoa and will also be available remotely.