

**Interagency Council of Brevard
Meeting Minutes
March 14, 2012**

Attendance: Laura Bingham, Donald Blair, Darryl Deal, Judy Dunning, Jennifer Duros, Angelique Edelen, Sherrie Fries, Ray Herring, Danielle Jones, Kathy Lowe, Heather Mack, CJ Miles, Karen Orosz, Cathy Osaisai, Laura Pichardo, Lois Search, Jennifer Secor, Linda Seegraves, Heather Theobald, Maria Trieste, Cindy Wickham, Maryjane Wysocki, Jacqueline Yearby.

Meeting was held at Goodwill Industries in Melbourne.

Minutes were taken by Danielle Jones.

Welcome and Introduction: Maryjane Wysocki opened the meeting followed by introductions.

Mission Statement: Linda Seegraves 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.

Review of Minutes: Danielle reviewed January minutes. No changes were made and minutes were approved unanimously.

Maryjane asked the group to review the PATH goals diagram from 2/8/12 in order to approve them into the meeting minutes. She explained what the columns (from the left of graph) meant. Now is who the group is at the moment. Enroll is who the group wants to attend meetings. Getting Stronger is for what the group would like to do. Next steps explains what the group feels that the organization needs in order to be better. Lastly, Next Month reviews what the group planned to accomplish at today's meeting (March 2012).

Judy questioned the Enrollment category and if we should focus more so on what we need to sustain the group as opposed to who we want to attend. The group agreed that the report was a record of what was said on that day. Discussion also questioned if new people can be added to the email listing as they would like updates. Question was posed to the group and decided to give Karen Johnson a list of people to regularly include. PATH goals diagram was approved unanimously.

Treasurer's Report: Kathy reported that there is currently \$1808.92 in the account. Kathy explained that she, Cindy Wickham and Sandi Dacri wrote a grant for \$1500 through Project 10. Part of monies obtained will cover expenses to Visions Conference, which is approximately \$500. Project 10's final report looks at graduation rate, dropout rate; transitional IEP's and post secondary training. MIS determined that 537 students obtained a standard diploma and 137 dropped out or left the system. She explained that it is important to reach out to the parents. Lastly, Kathy explained that LEAP nominated

Campbell and Big Lots for the DCDT awards for hiring people with disabilities. Treasurer's report was unanimously approved.

PATH Goals: The group discussed who we would like to help us achieve our goals, as discussed in Enroll category. Maryjane asked for people to "stand up to the plate" by making connections and asking for a representative to attend the meetings. Groups discussed include:

- ❖ Parent Groups: J. Yearby
- ❖ T. Altman: A. Edelen
- ❖ Haridopolos: S. Makuska via J. Yearby
- ❖ DCF: M. Wysocki
- ❖ CMS: J. Yearby/S. Makuska
- ❖ Hospitals/Healthcare Providers:
 - Health First (for all sites): M. Trieste via M. Wysocki
 - Wuesthoff: K. Lowe
 - Parrish: S. Fries
- ❖ LEAD: J. Secor
- ❖ Posey: L. Search
- ❖ Brevard PALS: J. Yearby
- ❖ Scholz: Speaking at May ICB meeting
- ❖ Chambers of Commerce: L. Search
- ❖ Brevard Superintendent: K. Lowe
- ❖ D. O'Brien: C. Wickham
- ❖ SCATS: M. Wysocki
- ❖ Sherriff's Dept: J. Yearby/M. Wysocki
- ❖ Space Coast Cancer Institute: L. Search
- ❖ Parents: ALL

Donald questioned if one meeting could focus on the parents to come in and express their concerns. Sherrie reported that she has been contacted by parents who cannot take off of work to attend ICB meetings and wanted to know if they can receive the meeting minutes via email. Maryjane requested for her to obtain the email addresses so that it can be added to the listing. Jackie explained that many parents may not know what some of the agencies do and requested for agencies to provide "snippets" of their services.

Six month Goals: Maryjane reviewed the Next Steps section of the PATH Goal sheet as chosen at the last meeting. Groups chosen were named:

- Assessment and Evaluation
- Best Practices
- Marketing
- Community Outreach
- Vocational/Employment
- Transition

Maryjane explained that the bylaws will need to be changed as they currently list the previous 4 taskforces. She asked for volunteers to help with this task once the groups are

in place. Cindy noted the three articles that need to be changed (in bylaws) include Article 4 regarding meetings, Article 6 regarding Order of Business and Article 8 regarding Taskforces. In order to do this, two meetings will be held to approve the changes so that all members will have a chance to review the meeting minutes before final vote is taken. Linda questioned the group as a whole if we want to actually have 6 groups as it may end up stretching ourselves too thin. Group is in agreement to combine:

- Marketing and Community Outreach
- Best Practices and Transition

New groups will decide the name of their combined group and can break into subcommittees when they become too large. Change in groups back to four was unanimously approved. Lastly, Maryjane asked for the members to complete goals and tasks for each group as well as name chair.

Taskforce Updates: Taskforce notes currently include a quick summary of the highlighted goals that Maryjane asked groups to read due to time constraints. Full discussions from each taskforce meeting will be included in revision of minutes once obtained. **With review of written notes from each group, most taskforces either did not write down their goals on paperwork provided or were not different from ICB meeting minute notes. Large Post It notes will be kept on file with meeting minutes for review as requested.**

Marketing: Provided by Kathy Lowe

- Have face-to-face contact with ESE teachers and social workers
- Organize packets and explanation sheet to take to school mentors (volunteers will be needed for Viera and Space Coast High Schools)
- Plan meetings with social workers for hard to reach families
- Have the mentor as the contact to given schools
- Create/locate quick invite letter/flyer for standard distribution to new members
- Jackie and Kathy are co-chairs of new committee

Transition/Best Practices: Provided by Laura Bingham

- Create a survey for ICB members for input on meeting content
- Utilize the survey for major goals with structure
- Chair not decided as only members from previous Best Practices group attended. Will discuss with Lynda Schuchert.
- Question raised if groups were too different to combine

Vocational/Employment: Provided by Jennifer Secor

- **Organize a workshop for staff who work with clients that have criminal histories and are looking to return to work.** Workshop to be held inside or outside ICB, depending on group's interest
- Increase vocational training opportunities available in the schools and for adults
- Inviting more employment specialists/job coaches to ICB meetings as regular members as they have one-on-one interaction with employers to know their current needs
- Jennifer and Danielle will remain co-chairs of the committee

Assessment/Evaluation: Provided by Maryjane Wysocki

- Will explore Survey Monkey in order to complete assessments and will utilize the website to put up a survey for family/self advocates, businesses and agencies to address their top issues, how they deal with them, any changes in working, if they are able to attend regular meetings and if they are receiving meeting minutes.
- No original members were in attendance and chair will be reviewed at next meeting.
- Jennifer Duros questioned if ICB monies could be used for extended surveys (when sites begin to charge) and Kathy confirmed that they could be used.

Announcements:

- ❖ Jackie noted that Viera is holding their Kid Fest on 3/24 at Viera High School from 10a-2p. The purpose of the event is to inform and educate the community on agencies and support groups that provide services for children and their families.
- ❖ Heather Theobald reported that two handouts are available to include ESE Survey and upcoming school board meeting notice. They are requesting for parents of students with disabilities to complete the survey regarding IEP services in order to help the State reach their goals. The school board is holding their meeting on April 20 from 10a-12p for parents of ESE kids and Linda Seegraves, Nancy Taback and Craig Technologies are scheduled to present.
- ❖ Maryjane reminded the group of their association with direct employers as Section 503 of Rehab Act will be updated to mandate government contractors to hire a percentage of their staff of people with disabilities. They formed a Direct Employers Association with a job search link to providers so that they can search within a 25 mile radius of the zip code provided where jobs are actually available.
- ❖ Maria noted that Palm Bay High School will hold their Transition Services meeting from 6:30-8pm on 3/14 with LEAP, Project Search and the new BCC program in attendance. **The purpose of this meeting was to talk to interested parents and recruit for Project Search.**

Guest Speaker: Heather Mack from Project 10 explained that it is a program that supports the transition of students with disabilities. The primary focus of the group is to assist school districts in providing appropriate planning, timely transition services and programs to assist youth in their transition to adulthood. The Federally-funded, discretionary program also supports interagency councils throughout the State based on the transition group, ages 14-22.

Project 10 is relatively new through the Department of Education (DOE) as the previous program closed and Project 10 opened throughout the State. There are five regions of which Heather is the coordinator for Region 3 for East Central Florida with ten school districts. Heather is responsible for acting as a conduit between the schools and the exceptional education program with DOE as the contact person.

The four major initiatives of the program include capacity building to implement secondary transition, interagency collaboration, transition legislation/policy and student development of an outcome. Capacity building allows students to see the “best of what is out there”. Interagency collaboration will improve post-high school outcomes for students. Heather explained that she sits on the State ICB board in order to bring changes to legislation and policy matters. She also explained that the idea with student development of outcomes is to see what they are doing postsecondary. The idea is to focus on preparation/experiences, career exploration and placement.

Project 10 is phasing into Brevard County schools with the point of contact as David O’Brien. They are diligently working so that they are not overlapping tasks and can streamline the process with a possible work goal at the end.

Heather explained that the concept of ICB was to help “transitioners” from ages 14-22 and began in 1999. ICB has obtained monies from Project 10 since its inception for items like the ICB poster, product development and presenting to teachers on In-Service days.

Lastly, Heather explained that Polk County held their Interagency Fair last week from 8a-12p. She explained that this was a novel idea to hold during day time hours that really seemed to work. Every agency was in attendance, students were bused in and parents were able to attend. She explained that other areas always hold the event at night, but this event was very successful.

In question and answer time, it was asked if Career Tech Ed keeps numbers of high many students with disabilities are in the classes. Heather reported that the parameters of the codes can be provided and will list out the total number of students with LD or EH diagnosis. Lastly, question was asked about Project 10’s Sting Ray program and if it was similar to BCC’s program. Heather explained that it is a program for youth ages 18-22 and they attend TIPSED for students with intellectual disabilities, but are required to have a special diploma to start.

Next Meeting: Scheduled for April 11 at BAC in Rockledge and hosted by Fair Housing Continuum