

**Interagency Council of Brevard  
Meeting Minutes  
June 13, 2012**

**Attendance:** Donald Blair, Darryl Deal, Jennifer Duros, Swaby Flynn, Sherrie Fries, Jack Giordano, Robert Gramolini, David Jeczana, Danielle Jones, Della Jordan, Kathy Lowe, CJ Miles, Candice Newell, Karen Orosz, Cathy Osaisai, Rosemary Pardey, Laura Pichardo, Mariann Sampieri, Lynda Schuchert, Jennifer Secor, Patty Smith, Cynthia Szccepanski, Nancy Taback, Heather Theobald, Maria Trieste, Nancy Watkins, Jim Watson, Jacqueline Yearby.

**Remote participants:** Deborah Kelly, Michael McMahon, William Stanziano.

Meeting was held at Brevard Workforce in Rockledge.

Minutes were taken by Danielle Jones.

**Welcome and Introduction:** Kathy Lowe opened the meeting followed by introductions. Introductions were also made by participants who were remotely participating in today's meeting.

**Mission Statement:** Kathy 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 May minutes. Minutes were approved unanimously.

**Treasurer's Report:** Kathy provided the financial report, noting that there is currently \$2495.25 in the account. She reports that \$836 was spent to send herself, Sandi Dacri, Elaine Powers and the trainers to conference. There is an additional \$700 of ICB monies to spend by October 1, 2012.

Kathy explained that the budget report went to Project 10 and a new report will be completed and submitted by the end of June, although the template has already been completed. She explained that ICB is guided by indicators to what is happening to special education students after graduation, with the drop-out rate. Data will be pulled on 6/15 from this year to compare and drives what ICB does. This monitors the numbers of special education students that stay in school and those that graduate with a standard diploma and this is the driving force of why ICB receives funding from Project 10. Information will be updated and shared at August meeting (budget report, Project 10 report).

Kathy also requested suggestions of how to spend additional +/- \$700:

- Jim Watson explained that ICB can use monies for PDF/Adobe Illustrator for email communications. In this, we can pay for a designer to create artwork and make our communications more professional, thereby increasing membership based on the polished look. Jim explained that the cost would be around the remainder of what is in the account, but he can look into this and obtain pricing information for August meeting. Kathy will forward the original ICB artwork for Jim to obtain the estimate.
- Kathy noted that brochures will need to be made.
- Heather reported that there was follow up with Chamber of Commerce regarding the cost of joining the non-profit group (\$150 membership, \$25 application fee). Kathy explained that although she would need to verify, she does not believe that DOE monies can be used for this purpose. She will email Mike Shaffer and Jordan Nabb about this to verify.
- Don Blair added to Jim's comments as his ongoing concern is communicating with teachers. Kathy explained that ICB information is disseminated to teachers at ESE meetings four times per year, presentations were provided by APD, VR and BAC—all of which must be approved by Sue Carver.

Vote for usage of additional monies will be held in August.

#### **Housekeeping Notes:**

- Heather reviewed the Host Schedule:
  - August**—hosted by APD—held at Brevard Workforce, Rockledge (to be verified with APD staff)
  - September**—hosted by BAC—held at Brevard Achievement Center, Rockledge
  - October**—hosted by VR—held at TBD
  - November**—hosted by Community Legal Services—held at TBD
- Agencies already signed up to host in 2013 are: ECCI, Brevard Public Schools, SCCIL, Goodwill and Brevard Workforce. If you are interested in hosting the meeting, please sign up. This would include setting up the meeting location and providing refreshments.
- In 2013, there are four presentation meetings to be held in: February, May, September and November. February 2013 meeting will be held at Cocoa Beach High School as the culinary program students will be preparing lunch for ICB members at a cost (TBD).
- Jim also noted that remote access to meetings will now be available at all meeting locations. Nothing will be needed from the hosting agency as he will bring all of the items. Vote was taken and none were opposed to this idea.

**Taskforce Updates:** Groups meeting today are: Chamber discussion group, Best Practices, Marketing and Employment/Vocational.

**Marketing:** Provided by Jackie Yearby

- The group is working on how to get information out to families in need. They noted that there is no central bulletin board in Brevard County. David Jeczana noted that Brevard 211 has such a board where information can be added. Marketing will look into utilizing this as a resource. Jackie also noted that she would like to invite Brevard 211 to attend meetings through contact Libby Donahue (David to follow up with her).
- Group discussed primary locations to meet people (work, church, home, Wal-Mart) and want to tap into religious centers as a resource. They will allow for literature dispersion out to the community. Group also discussed partnering with the Interfaith Council community.
- Jackie wanted to thank newly invited members for attending: Legal Shield, Brevard Public Schools teacher.

**Employment** Provided by Jennifer Secor

- Group is focusing on potential topics for employment based presentations. Previously discussed clients with criminal histories and obtaining employment as previous focus. Currently discussing having a panel of business professionals to discuss their hiring practices, proposed legislation issues, hiring people with criminal histories (similar to previous presentation held by BWF).
- Group also reviewed list of presentation topics and discussion about how to narrow them down. Suggested that each taskforce pick one topic to focus on to ensure that all groups are represented. Taskforce wanted to present to ICB as a whole and Kathy agreed that this is a good way to have everyone represented.

**Transition:** Provided by Robert Gramolini

- Robert was elected as new chair of Transition taskforce as Lynda is currently in running for ICB chair.
- Groups focus is going into the schools to meet with ESE staff to let them know about all the transition programs that are available to their students including LEAP, Project Search, BAC, and Parks and Rec.
- Plan is to review best time to discuss issues, program specifics and referral information.

**Chamber:** Provided by Jack Giordano

- Group met with Space Coast Disability Council (SCDC) since last ICB meeting and feel that Cocoa Beach Chamber of Commerce is the best way for ICB to go at this time. SCDC is more so an employer-based council and he is the only non-business person in attendance. He also noted that it has only been organized for ten months so that it is not set up totally. Jack also noted the cost associated with joining (\$150 membership fee, \$25 application fee).
- Review of notes taken from phone call to Cheryl Clark—non-profit group meets on the last Tuesday of the month and hosts events monthly (some of which are free).
- Benefits of membership include: automatic start, \$500 of free radio advertising, ¼ page in Hometown News, have own webpage on Chamber's website and link to

our site, ICB brochures in their lobby. They will also provide us with leverage to fundraise and show us how to do it).

- Discussions ensued for how to cover the membership fees. Suggestions included:
  - Having premium memberships for ICB participants
  - Have non-profit members pay membership fee for ICB
  - Taskforce to purchase membership or bring money in
  - Corporate sponsorship (SAM's Club—where does money go as ICB does not have its own 501c3?, “stepping on toes of other school board entities requesting donations from same corporate sources )
  - Have those who are interested in attending to contribute to the cost of joining

Group agreed to pass around a sign in sheet for those who wish to financially contribute to the membership/application fees as well as attend Chamber meetings. Listing on file with ICB secretary. **Interested participants for Chamber participation** included: Nancy Watkins, Don Blair, Kathy Lowe, Lynda Schuchert, Jennifer Duros, Cathy Osaisai, Jackie Yearby, Rose Pardey, Jim Watson, Jack Giordano, Swaby Flynn, Candice Newell, Patty Smith, Robert Gramolini, Jennifer Secor, Heather Theobald, Karen Orosz and Danielle Jones.

Jim came back into the room and announced that he will need to verify but that Brevard Workforce may be able to sponsor ICB's membership to the Chamber. Decision will be made in approximately 2 weeks, but announced at August meeting. Danielle noted that even if BWF is unable to cover the cost, based on promised contributions, ICB will be able to join Cocoa Beach Chamber of Commerce. **It is requested for all members that agreed to financially contribute to Chamber membership bring their monies to the August meeting.** Chamber liaison will be the Chamber committee which will remain as an active taskforce.

#### **Voting:**

**Presentation topics:** Top four choices were picked and will be announced in August. These results will be used in conjunction with taskforce preferences for presentations.

**Officer Elections:** eligible members voted for ICB officers and new officers were announced:

**Chair:** Lynda Schuchert

**Vice Chair:** Jennifer Duros

**Secretary:** Danielle Jones

**Treasurer:** Kathy Lowe

New officers will be inducted at August meeting.

Kathy proposed to discuss the Survey Monkey results in detail at the August meeting with the new chair. Motion to table the discussion made by: Jennifer Secor and seconded by: Laura Pichardo.

**Announcements:**

- ❖ David announced that Department of Children and Families and Adult Protective Services will sponsor World Elder Abuse Day event at Melbourne Auditorium (Hibiscus Rd) on Friday, June 15 from 10a-2p. Providers will be in attendance to provide referrals for services, presentations and exhibits. The event is open to anyone.
- ❖ David also noted that clients who participate in ACCESS programs (Foodstamps, Medicaid, Temporary Cash Assistance) have access to a new telephone system. This replaces the one that received multiple complaints for long wait times that would eventually disconnect the line. Although it is automated, many questions can be answered, if the caller has the authorized information, for case updates. He explained that 78% of previously dropped calls now go to the automated response system, which frees up human interaction calls. He also noted that 40 positions will be cut as of July 2.
- ❖ Jennifer Duros noted that every Friday a representative of DCF is located at Melbourne Self Sufficiency Center from 9a-2p for participants to meet with and ask questions.
- ❖ There is no ICB meeting for July.

**Next Meeting:** Scheduled for August 8, hosted by Agency for Persons with Disabilities at Brevard Workforce in Rockledge and will also be available remotely.