

VICC Retreat Meeting Notes for Tuesday, May 4, 2004

The VICC Role of Advising and Assisting:

- ❖ It is important to reflect all perspectives-in legislative and state issues
- ❖ Action Alerts-Partnership for People with Disabilities
- ❖ Do not currently have a legislator on the VICC. Hope to have one within 30 days.

Where Does VICC Fit Into Advise and Assist

- ❖ Parents see what works and what doesn't work
- ❖ VICC can take a leadership role-be the "voice" when state agencies may not be able to, especially members of EIIMT (Early Intervention Interagency Management Team)
- ❖ Can call meeting with Agency Heads when the Part C office cannot-VICC members have more authority than what is realized

In What Form Would VICC Assistance be Most Helpful?

- ❖ Membership on committees
 - look at current committee structure
 - merge agency committees with VICC committees
- ❖ Ensure that you have the full range of perspectives-pro and con
- ❖ Have a contact person at each EI agency to disseminate information to parents
- ❖ Important for VICC members to attend all meetings

What Are Alternatives?

- ❖ VICC writes letter to Governor which goes to the Part C office for response (VICC can deliver "the passion")
- ❖ Agency reps will provide input from current agency philosophy (provides information regarding where the "lines are being drawn" which adds additional information to the full picture)
- ❖ Agency reps are representing their agency, not themselves

Useful Websites

- ✓ <http://legis.state.va.us>
- ✓ www.state.va.us
(provide info about citizen services and legislative issues or General Assembly updates)

Questions for Discussion

1. Responsibilities of members to participate in the work:

- Attend meetings
- Be a part of committees
- Read materials ahead of time
- Educate self regarding the EI system
- Make the larger group aware of policies relating to children and families
- Advocacy-each member carries a message from VICC meetings to constituencies and to regions
- Understand guidance pieces and carry message back to the locals
- Each person must be honest about what he/she is willing to do and others must respect that

2. What would help and support members to participate meaningfully?

- Guidance from state agencies
- More education on roles of each agency, committees, and groups
- Definitions of jargon- example: "integrate services"-provide an acronym sheet
- Intimidation in partnership-it is important to understand each others' roles
- Provide ground rules and the "norms" so members know what to ask
- Put VICC members on all distribution lists for information coming out of the Part C office
- Develop a systematic mechanism for VICC collaboration with local councils or regional meetings and at Part C trainings
- Provide timely distribution of materials and information

3. VICC leadership engaged:

- Re-establish Steering Committee-representatives of VICC
- Set agenda for next meeting at the end of the current meeting (VICC members set agenda 3 weeks ahead and then send a follow-up notice to see if anything needs to be added)
- VICC Secretary takes the minutes at VICC meetings-If Part C staff continues to take minutes, the Secretary signs off after a review by the Executive Committee and the minutes are posted 10 days after meeting
- Chair sets agenda and runs the meeting
- By-laws have plan for rotation of officers, with respect for historical perspective-Rotation of members is staggered so there is continuity and people with historical perspective
- VICC needs to decide what information needs to be sent out for every meeting
- Revisit the mission statement

- Memorandum of understanding

4. How can we support new members to feel comfortable participating?

- Retreats
- Use of website
- Knowledge of impact of reports on the system
- Mentor for new parents and all new members, using “seasoned” VICC member
- More training
- Acronym sheet
- Know boundaries for committees, agencies, programs before the member starts attending meetings
- Actually visit state agencies as a part of the orientation
- Better understanding of different perspectives (from the agency level to the “very personal” parent level)
- Schedule orientation when people can come (??) One time orientation is not enough
- Get a one-on-one from an agency-individualized plan
- Job description for VICC members
- Calendar of predictable meetings, events that might influence the agenda (applications, Annual Performance report, legislation)
- Orientation notebook
- Families as resources
- Link VICC to website

5. Improving ways VICC does business:

- Honor integrated work plan-should we have committees?
- Restructure committees around priorities
- Bring the right people to the table
- Responses to public comment on the website within a set timeframe
- Spend too much time on public comment at times-other times very stringent
- Protocols-who sits at the table (VICC members only?) and who participates? Maybe use specific nametags that are color-coded. Need to be consistent
- Updating procedures in by-laws
- Recognize support people behind the VICC
- Utilizing resources-any office agenda-doing visuals
- Keep a “parking lot” of items that need to be addressed later

VICC Priorities

- **Funding the System** *currently on the Integrated Work Plan
- **Service Delivery System** *currently on the Integrated Work Plan
- **Attending to legislation-Action Alerts**

- Changing how the VICC does Business
 - Being the voice of the VICC
 - Attending the meetings
 - Be a member of committee(s)
 - Mobilize grassroots support
 - VICC membership representation
 - Update by-laws (alternate members-needs to be removed)
 - Presentations at VICC meetings
 - Possibly for continuing ed credit
 - Updates from other states and nationally
 - Committee reports each meeting (look at committee structure)
- Do what the law says
- Spell out agency roles and responsibilities as it relates to the VICC
- Training-at VICC and with the field
- Develop a formalized, organized advocacy campaign

VICC Retreat Meeting Notes for Wednesday, May 5, 2004

Priority Tasks

- 1) Funding the System
- 2) Service Delivery System
- 3) Changing the way VICC does business
- 4) Developing a formalized and organized advocacy campaign

(Note: Cori's summary-following an in-depth discussion, the VICC members developed the following suggestions and committee structure)

Suggestions

- ❖ Better written communication
- ❖ Committee membership lists
- ❖ More info on website
- ❖ Committee members report at each VICC meeting
- ❖ Specify a person/VICC appointment to each committee
- ❖ Re-initiate the Steering Committee
 - To include:**
 - VICC Chair
 - VICC Vice Chair
 - VICC Secretary
 - Parent Representative
 - Committee Chairs
 - Appointed VICC person for each task force and ad hoc committee

- EIIMT Representative
- Part C Staff Representative
- DMHMRSAS Representative

To Do:

- ✓ Setting of agenda
- ✓ Assignment of issues to various committees and task forces
- ✓ Letter writing and position statements

Current VICC Committees

- ❖ Local Regional Direct Services-LRDS→→→→*Now part of Infrastructure Task Force
- ❖ Public Awareness(PA)→→→→*Currently combined with FS&A
- ❖ Family Support and Advocacy (FS&A) →→→→*Currently combined with PA
- ❖ Personnel→→→→*Now part of Integrated Training Collaborative (ITC)

Current Task Forces

- ❖ Infrastructure Task Force
 1. Contract Issues
 2. Service Delivery
 3. Infrastructure
- ❖ Finance Task Force

Final Committee Decisions

- ❖ Three committees
 - 1) Advocacy Committee→→→→→→→→**Priority #4**
 - Family leadership
 - Legislative
 - Public awareness and public relation
 - 2) Steering Committee→→→→→→→→**Priority #3**
 - See notes page 4
 - 3) Part C Infrastructure Committee→→→→→→→→**Priorities #1 & #2**
 - Other issues and concerns as identified
 - Ad Hoc Committee→→Nominating Committee
 - Pat Dewey
 - Mary Lou Hutton
 - Phyllis Mondak

Action Plan

- ❖ Matrix of Committee/Task Force Members
- ❖ Define functions of committees
- ❖ Survey VICC members as to preferences to serve on committees
- ❖ June meeting-convene committees
- ❖ Individual committees need to develop a transition action plan