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](http://legis.state.va.us)
- [www.state.va.us](http://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
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
    o Possibly for continuing ed credit
    o Updates from other states and nationally
    o 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
- ELIMT 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