

2009-2010 FICCIT Annual Report Distribution				
	Activity	Responsible Person	Due Date	Status
	<ul style="list-style-type: none"> o David Lawrence o State Program Director o Regional Contacts • 45 copies for Florida Consortium of Advocates for Infants & Toddlers 	Karen Hartz	1/26/11	

Family Stories Collection				
	Activity	Responsible Person	Due Date	Status
1.	Send Lynn Marie format for collecting Family Stories.	Karen Hartz	1/26/11	
2.	Revise Family Stories collection form, including insertion of a place for families to enter contact info.	ESSO	2/11	
2.	Send out in ESSO weekly memo the format for collecting Family Stories along with directions, including Service Coordinators nominating families to the FRS and nominating families from diverse backgrounds.	ESSO	3/11	
3.	Include Family Stories collection as an agenda topic on state conference calls for FRS and Service Coordinators.	Karen Hartz Sue Cannon Arnetta Givens	4/11	

Update Web Site				
	Action	Person(s) responsible	Date Due	Status
1.	Annual review of website	Committee Member(s)	Yearly - September	
2.	Updates to be sent to Lorraine Allen to send to ESSO		1/31/11	
	a. FICCIT Membership Info Link – Reorganize, remove typos in links, check all links for accuracy, put dates at end of documents/pages, replace the template letter found in the “Interested Applicant Letter” Link with the Council’s currently approved letter; update information included in each link listed in this section (e.g., membership categories required by IDEA, current membership, references to IDEA)	Deborah Russo & Johana Hatcher	1/31/11	
	b. Committees Link – remove home addresses and use business ones, reorganize rotating chairs, look of page; include information related to “Conversation with Families” and “Conversation with Providers” to this section	Lorraine Allen	1/31/11	
	c. Publications Link – move information regarding “Conversation with Families,” to Committees Link; add Newsletter with Recruiting Story, remove Palm Card, post FICCIT flyer, post this year’s annual report	Angela Finch	1/31/11	
	d. Upcoming Meetings Link – add an “agenda” link to all meeting dates that do not already include the meeting agenda; add either “agenda” or “announcement flyer” to the date of a “Conversation with Families” and “conversation with	ESSO	1/31/11	

	Providers" meeting, as appropriate			
	e. Archives – add agenda link for each meeting date starting with 2009 meeting dates to the present	Lorraine Allen	1/31/11	
	f. Links – remove Family Café link. Create 2 links to Central Directory—one for “Resources in your Area” and one for literature on early intervention.	Lou Ann Long	1/31/11	
3.	Prioritize web updates and send to ESSO	Lorraine Allen	2/15/11	
4.	Send web update requesting posting of public comment card to ESSO	Lorraine Allen	2/1/11	

Membership				
	Action	Person(s) Responsible	Date Due	Status
1.	Request list of vacancies on Council from Tameka Footman.	Karen Hartz	1/26/11	
2.	Submit web request form to Lorraine Allen detailing how vacancies will be indicated on website.	Karen Hartz	1/31/11	
3.	Send names of legislators recommended by DD Council for FICCIT membership to Jeanne Boggs.	Lynn Marie Firehammer	1/31/11	
4.	Recruit legislative representation in FICCIT while distributing annual report.	Jeanne Boggs	3/11	
5.	Set up FICCIT table at the Early Steps function at the Family Café (pending approval by DOH) to recruit parent membership and collect family stories.	Sharon Paul	6/11	
6.	Create plan for table at Family Café.	Committee	April Meeting	
7.	Create flyer inviting parents to upcoming FICCIT meetings.	Karen Hartz	2/15/11	
8.	Distribute flyer to FRS and Service Coordinators to send to parents in upcoming cities.	ESSO	3/11	
9.	Check in with ESSO and Sue Cannon that parent invitations flyers have been distributed prior to April meeting in West Palm.	Karen Hartz	3/11	
10.	For June meeting dates, request meeting with governor's staff and FICCIT chair to advocate for FICCIT and the importance of membership appointments.	Jeanne Boggs	6/11	

Collaboration with Homeless Organizations				
	Action	Person(s) responsible	Date Due	Status
1.	Get on the agenda for the ESSO Conference Call with directors and coordinators to provide overview of McKinney-Vento Homeless Education Act	Lorraine Allen Committee	Spring 2011	
2.	Contact Michelle Watson if within scope for Early Information Learning System to include homeless data element for 2012	Amanda Moore	2012	

Motions to Full Committee				
	Motion	Responsible Person	Due Date	Status
1.	Annual Report: a. Request approval of distribution plan. b. Motion that Council allow committee to draft letter from chair to distribute with annual report and draft thank you letter to distribute to families.	Karen Hartz	1/26/11	
2.	Family Stories: a. Motion that ESSO send Family Stories Collection form in ESSO weekly memo along with guidance for obtaining family stories. b. Motion that ESSO allow representative from OCC committee to join conference call for Service Coordinators and FRS to request solicitation of family stories.			
3.	Web Updates: a. Announcement that all members update their agency info on the Central Directory. b. Announcement to make sure that Tameka and Jane have the contact info you want posted on the website (home addresses excluded) and separate home mailing address if needed. c. Motion that Council approves of posting final draft of public comment card on FICCIT website. d. Motion requesting ESSO to send web update form to all members with each future meeting announcement.	Karen Hartz	1/26/11	
4.	Membership: a. Motion requesting ESSO send list of Council vacancies including required positions and parent representation to committee for posting on Membership page of website. b. Motion requesting Council give permission to Jeanne Boggs to schedule meeting, to coincide with June FICCIT meeting, with governor's staff, FICCIT chair, and selected FICCIT members to advocate for FICCIT and the importance of appointing members. c. Motion requesting ESSO allow a FICCIT table at the Early Steps family function at the Family Café for the purposes of membership recruitment and collection of Family Stories. d. Motion that Council approves travel expenses for Sharon Paul to travel to Family Café. e. Motion requesting that ESSO request local Early Steps to invite parents to upcoming FICCIT meetings in West Palm, Tallahassee, Melbourne with flyer provided by committee. f. Motion requesting ESSO to request that presentations for FICCIT from Local Early Steps in West Palm and Melbourne include families.	Karen Hartz	1/26/11	