

Agenda

Florida Interagency Coordinating Council for Infants and Toddlers

Quarterly Meeting and Retreat
July 26, 2004

8:00 AM to 4:00 PM
Hilton Miami Airport - Miami, Florida

Meeting called by: *Ilene Wilkins*

Facilitator: *Tal Black*

Note taker: *TBA at Meeting and Margie Martinez*

Timekeeper: *TBA at Meeting*

Intended Outcomes

1. Select a new FICCIT Chair
2. Clarify FICCIT's role for the coming year to advise and assist the lead agency, based on the current needs/requests of the lead agency and any other identified FICCIT priorities
3. Develop a FICCIT Guidance Plan of specific goals and plans for the coming year based on the lead agency's needs/requests and any other FICCIT priorities, including implications for the future work of FICCIT's standing committees
4. Consider the supports and resources needed by FICCIT as it addresses the specific goals and plans identified
5. Update the assignment of FICCIT members to standing committees and committee chair assignments
6. Determine if and where FICCIT By-Laws may need to be amended and the procedures for writing any proposed amendments
7. Strengthen FICCIT's capacity to provide leadership to Florida's Early Steps

8:00- 8:30 **Gather and pick up meeting materials, Coffee, etc**

8:30- 8:45 **Welcome, introductions and overview** of the two-day agenda, including a review of the intended outcomes for the meeting

8:45-10:30 **FICCIT Business Meeting**

- Selection of FICCIT Chairperson and Vice-Chairperson
- Discussion of FICCIT By-Laws
- Other items of business

10:30-10:45 **Break**

10:45-12:15

Clarifying FICCIT's role and responsibilities for the coming year

- Discussion of the list of priority areas needing the advice and assistance of FICCIT during the next year, which were requested from Early Steps by the FICCIT retreat-planning group
- Identification of FICCIT priority areas for the coming year

12:15-1:15

Lunch

1:15- 1:45

Develop specific goals and plans for the coming year

- Assign each priority area identified to a small group (small group membership generally will be based on volunteer interest with attention paid to size of the groups)
- Provide small groups with a charge and guidance to begin developing work plans

1:45-2:00

Break

2:00-4:00

Meetings of small groups

Each small group meets separately to begin developing an initial work plan of specific goals and strategies for addressing its assigned priority area(s)

4:00

Adjourn for the Day

4:15

Brief meeting of the retreat planning group

Agenda

Florida Interagency Coordinating Council for Infants and Toddlers

Quarterly Meeting and Retreat

July 27, 2004

8:00 AM to 2:30 PM

Hilton Miami Airport - Miami, Florida

Meeting called by: *Ilene Wilkins*

Facilitator: *Tal Black*

Note taker: *TBA at Meeting and Margie Martinez*

Timekeeper: *TBA at Meeting*

8:00- 8:30	Gathering
8:30- 8:45	Review of the previous day's activities and overview of the day
8:45-10:15	Reports on the work of the small groups with discussion <ul style="list-style-type: none">• Each small group will share proposed goals for addressing priority area(s) and proposed plans/activities for achieving the goals. Each report will be followed by a discussion and feedback from FICCIT members.• Determine how the priority areas identified align with FICCIT's standing committee structure, and if needed create a special task force to address priority areas.
10:15-10:30	Break
10:30-12:00	Meetings of small groups <p>Based on the discussion and feedback from FICCIT members each small group will make any needed revisions to the specific goals for their priority area and further develop plans for achieving the goals, including identifying what resources and supports are needed, a general timeline for plans and activities, and immediate next steps to be carried out between the retreat and the next quarterly FICCIT meeting.</p>
12:00- 1:00	Lunch
1:00- 2:30	Final session of the FICCIT retreat <ul style="list-style-type: none">• Brief reports from the small groups• Revisiting any plans for developing amendments to the By-Laws• Any other FICCIT business
2:30	Adjourn
2:45	FICCIT Executive Committee meeting