



SUPPORTS & SERVICES COMMITTEE AGENDA

Date: Monday, June 28, 2021
Time: 5:30 – 7:00 p.m.

Location: Zoom Conference Call

Join Zoom Meeting

<https://zoom.us/j/91535937455?pwd=SUIZZTFKY0ZVZERRVU1KcVoyZUJidz09>

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 915 3593 7455

Passcode: 563956

AGENDA

- I. Check-in (10 mins)
 - a. Anything that might prevent you from being “present” at this meeting?
- II. Updates -
 - a. Lilian & Committee - (20 mins)
 - i. Discuss Factsheets
 1. Parent Feedback & Observations
 2. Recommendations for next steps
 - ii. Communication Strategy -
 1. Review Timeline
 - a. Roll-out communication Strategy
 - i. Translate into other languages (First languages)
 - ii. Without access to computer or Internet
 - iii. What are we missing?
 - b. Ronke & Lisa - (20 mins)
 - i. Update -
 1. RCEB - Internal Communication Strategy
 - a. Case Managers & Staff
 - b. Process for sharing with current and new clients/parents
 - c. Printing and updates
 - i. costs, distribution, and process for updating
 2. Next Phase of Brochure Project

- a. Discuss next phase of larger project
 - b.
- III. Next steps – Action Items / Person Responsible / Due Dates (10 mins)