



Executive Committee Meeting Minutes for Wednesday, December 10, 2008  
Via Conference Call

**1. CALL TO ORDER**

Meeting called to order by Janie Whiteford at 10:05AM.

**2. ROLL CALL AND INTRODUCTIONS**

**CICA Executive Committee Members**

Shirley Adams, Orange County  
Janet Heinritz-Canterbury, PASC Los Angeles County  
Tracy Harrell, Tulare County  
Chris Otero, PASC Los Angeles County  
Nancy Seyden, Yolo County  
Janie Whiteford, Santa Clara County

**CICA Support Staff**

Amy Terhorst, Empire Events

**3. CICA CONFERENCE UPDATE**

Amy Terhorst gave a summary on the conference. It appears that CICA has a positive revenue of approximately \$6,000 from the event. The summary of the conference surveys will be coming out soon. A blog is being developed on the CICA website which should be available sometime after the first of the year.

**4. 2009 CONFERENCE**

After some discussion, it was agreed that the 2009 conference should be held in November to accommodate regional meetings during the rest of the year. CICA will seek to conduct an educational seminar in conjunction with Capital Action Day in the Spring of 2009 to coincide with legislative visits to the capital. Delegates will be encouraged to do legislative visits within their own county as a priority. It was also agreed to pursue San Jose as the 2009 conference location for one more year.

**5. CAPITAL ACTION DAY**

Janie Whiteford reported that the date for Capital Action Day will again be in May this year. Specific date will be announced.

**6. IHSS COALITION MEETING**

Janie Whiteford reported that she will be attending a meeting of the IHSS Coalition on December 16. She will report back on the discussion about conducting an education seminar in conjunction with Capital Action Day. The IHSS Coalition, including CICA, will arrange the training, but attendees will need to arrange their own lodging and food. A discussion took place regarding CICA sponsoring the training in Sacramento. Janet Heinritz-Canterbury asked if Janie would request information regarding the union consolidation during the IHSS Coalition meeting.

**7. 5019(c)(3) FINANCIALS**

A discussion took place regarding the final piece of information needed to complete the non-profit status for CICA being the financial information. Amy Terhorst said that COA provides CICA with a cumulative reporting and not year end information. A meeting will be set up with COA, Chris Otero, and Amy Terhorst to fill out the financial information.

**8. EXECUTIVE COMMITTEE STRATEGIC PLANNING MEETING**

Janie Whiteford led a discussion on the annual strategic planning meeting for CICA. She would like to hold it at the end of January. Janie will send an email with possible dates and all are to respond with their preferences. The planning committee for the meeting will be Janie Whiteford, John Stevenson and Shirley Adams.

**9. REGIONAL VICE PRESIDENTS**

Janie Whiteford asked that regional VP's begin planning their 2009 regional meetings. Janet Heinritz-Canterbury suggested talking about how to reorganize regions abased on case load instead of advisory committees.

**10. AMY'S CONTRACT**

Janie Whiteford reported that Amy Terhorst's contract for administrative services will be going to a monthly flat fee instead of hourly charging. Everyone agreed this was fine.

**11. OUTREACH**

Amy Terhorst reminded everyone that CICA has brochures available to send out for outreach to advisory committees. If you need any, let Amy know.

**12. OTHER ITEMS**

Nancy Seyden asked about the DOR grant. Janie Whiteford reported that CICA will be invited to submit again and that the grant will be on the agenda for the strategic planning meeting.

**13. ADJOURNEMENT**

The meeting adjourned at 11:10AM. The next scheduled CICA Executive Committee meeting will take place Wednesday, January 14 at 10:00AM.

*Submitted by Amy Terhorst*