**ICC Family Engagement Subcommittee Meeting**

**Minutes**

**December 6, 2023**

In attendance: Dina Tedeschi (v), Cambria Russell (v), Liz Cox, Tory Karlsen, Pat Cameron, Sanya Agrawal (v), Casandra Greeno (v), Jennifer Clark (v), Rosa Hsu (v), Amy Muehlberger, Kris Martone-Levine; voting members absent: Mallorie Brown, Asha Abdullahi, Andrea Goncalves Oliveira, Michelle Grewal. Meeting held virtually.

Agenda:

1. Introductions
2. Review Charge
3. Meeting Minutes Approval
4. Presentation/s
5. Discussion
6. Questions
7. Action plan
8. Adjourn

Informal conversation about recruiting families and providers to the ICC.

Quorum met at 10:20am. Called to order 10:25 am. 6 voting members for quorum.

Minutes: Cannot share draft minutes widely until they are approved. Ask for clarification on Open Meeting Law regarding minutes being shared. Recommend adding “proposed” to top of minutes that have not been approved. Shared meeting minutes link on mass.gov website.

Shirley Fan-Chan has been identified as Sarah Slautterback’s replacement on this committee.

Roll call and approved November minutes.

Minutes were shared in advance of the meeting with voting members and a motion was made by Dina to accept the minutes for November 6, 2023. Seconded by Cambria and minutes and roll call to confirm approvals were unanimous. Seek clarity on “camera on” during roll call and voting.

Strategic planning process and review of the Strategic Framework: Pillars that were shared at the ICC Retreat on October 19, 2023. Family Voice & Equity overarching the pillars of Service Quality & Compliance, Service Integration, Fiscal Sustainability, Equity. There will be representation at each subcommittee meeting of at least one family member and one provider. A brief update was given on shifting of subcommittees and may be discussed at tomorrow’s General Session along with the subcommittee charges.

At the ICC General Session meeting on December 7, 2023, the council will vote on June, August, October minutes, the Strategic Framework. The charges for subcommittees will also be shared. A change that is expected to be seen is the NCSEAM Impact Family Survey is from random sampling to consensus sampling. The work of the Family Engagement subcommittee has been leading to supporting this.

Timeline of ICC meetings proposed shift to decision-making on charges moving to spring for fall implementation. Work is in flux as kinks are being ironed out in terms of timing, charges, etc. Calendar cycle shifts will be shared in December 7th’s meeting. Working with families to build family engagement on the ICC – awareness of the process – understanding how the ICC works, sharing their experiences, actively participating in the activities. Making sure that we’re capturing all of the places families are coming from (i.e., homelessness, other factors, etc.

In a holding pattern as we wait for charges and changes to come to fruition.

Reviewed agenda – reminded group of the opportunity to invite DESE to help with family engagement.

Dina motioned to adjourn at 10:57 am; Cambria seconded the motion. Meeting adjourned at 10:57 am.

Respectfully submitted,

Kris Martone-Levine

Zoom Meeting Chat:

10:04:49 From  Casandra Greeno  to  Everyone:  
  💯 on the crazy season  
10:07:18 From  Kris Martone-Levine  to  Everyone:  
  Reacted to "💯 on the crazy seas..." with 👍  
10:18:22 From  Kris Martone-Levine  to  Everyone:  
  Rosa is jumping on.  
10:19:30 From  Rosa Hsu  to  Everyone:  
  Sorry I’m late!  
10:19:56 From  Rosa Hsu  to  Everyone:  
  Esp Dec!  
10:21:02 From  Cambria Russell  to  Everyone:  
  I'm so glad she had that experience!  
10:21:03 From  Liz Cox (she/her), EIPLP  to  Everyone:  
  that's so exciting, Casandra!  
10:23:08 From  Kris Martone-Levine  to  Everyone:  
  Agenda:   1.  Introductions   2.  Review Charge   3.  Meeting Minutes Approval   4.  Presentation/s   5.  Discussion   6.  Questions   7.  Action plan   8.  Adjourn  
10:34:34 From  Kris Martone-Levine  to  Everyone:  
  Here is the link to the Meeting Minutes <https://www.mass.gov/lists/massachusetts-interagency-coordinating-council-meeting-materials>  
10:50:29 From  Kathleen Amaral she,her (DPH)  to  Everyone:  
  This is posted agenda, for tomorrows meeting: Call to order, attendance, and agenda review   Open Items: Votes on minutes (6/23, 8/23, 10/23), Strategic plan, and ICC Handbook   Report from the Director of the Early Intervention Division   Presentation and discussion: Introduction ICC Committee Charges & Structure   Next steps and closing  
10:51:26 From  Kathleen Amaral she,her (DPH)  to  Everyone:  
  - Call to order, attendance, and agenda review   - Open Items: Votes on minutes (6/23, 8/23, 10/23), - Strategic plan, and ICC Handbook   - Report from the Director of the Early Intervention Division   - Presentation and discussion: Introduction ICC Committee Charges & Structure   - Next steps and closing  
10:52:14 From  Cambria Russell  to  Everyone:  
  Reacted to "This is posted agend..." with 👍🏻  
10:53:09 From  Pat Cameron  to  Everyone:  
  BRB  
10:53:44 From  Kathleen Amaral she,her (DPH)  to  Everyone:  
  here is link to that agenda, for tomorrows genral session: <https://www.mass.gov/event/early-intervention-icc-general-session-december-7-2023-2023-12-07t110000-0500-2023-12-07t135000-0500>  
10:53:54 From  Liz Cox (she/her), EIPLP  to  Everyone:  
  Reacted to "here is link to that..." with 👍  
10:53:54 From  Cambria Russell  to  Everyone:  
  Reacted to "here is link to that..." with 👍🏻