**ICC Family Engagement Subcommittee Meeting**

**Minutes**

**March 6, 2024**

In attendance: Dina Tedeschi (v), Cambria Russell (v), Sanya Agrawal (v), Mallorie Brown (v), Johan de Besche, Kathleen Amaral, Andrea Goncalves Oliveira (v), Casandra Greeno (v), Jennifer Clark (v), Asha Abdullahi (v), Mary Bishop, Denise Spencer, Liz Cox, Kris Martone-Levine; voting members absent: Rosa Hsu, Shirley Fan-Chan, Michelle Grewal. Meeting held virtually.

Agenda:

1. Introductions
2. Review Charge
3. Discussion
4. Questions
5. Action plan
6. Adjourn

Announcements: Steering Committee meets tomorrow (March 7), Membership Subcommittee meets on Friday (March 8).

Quorum met at 10:10am. The roll call was completed, and the meeting was called to order at 10:10 a.m. There were 6 voting members for a quorum.

Welcome by Dina Tedeschi, ICC and Family Engagement Co-chair. Round-robin introductions and welcomed a guest from a Criterion Stoneham EI program.

The minutes were reviewed on screen, and minutes were emailed out to be voted on at the next Family Engagement Subcommittee meeting.

Some committees have been renamed and completed, and charges are not finalized. Today, we discussed an ideal charge to be presented at Steering tomorrow for approval.

Reviewed final draft charge and added the name of the survey: *The Family, Engagement & Equity Subcommittee will use data to identify both best practices and potential barriers associated with transitioning to a census approach for the NCSEAM Family Impact Survey to optimize the impact of this change while minimizing any biases that may arise.*

Johan proposed creating an action plan to support the Family, Engagement & Equity Subcommittee charge.

We discussed how the NCSEAM Family Impact Survey is shared and what criteria are currently used to distribute it. Request was made to invite someone with knowledge of NCSEAM logistics and planning to attend a Family Engagement Subcommittee meeting. A suggestion was made to provide specific questions from the subcommittee to help identify the right person to attend and present to this subcommittee.

We discussed that the language of the charge was not family-friendly and the impact of being a federally mandated council may have on the language used. It was suggested that an additional goal of the Family Engagement (renaming to Family, Equity & Engagement Subcommittee) Subcommittee could be to lead the way in how all charges are worded, which impacts accessibility. We also discussed jargon, federal language, and simple language.

*List of terms that are jargon:*

* Charge
* Census
* Best practices
* Barriers (maybe use a different word)
* Data
* “to optimize the impact of this change while minimizing any biases that may arise.” – “make the change as effective as possible and reduce any unfair influences last part”

Suggested charge: *The Family, Equity & Engagement Subcommittee will work to support a new approach for gathering family input about the services their family receives from Early Intervention (NCSEAM).*

Mary Bishop stated that as a Family, Equity Engagement: we should lead the way and make the language accessible and clear.

Dina reminded folks that the ICC Steering Committee is considering adopting a two-year work cycle to allow for more work to be done.

Dina made a motion to propose changes, and Cambria seconded the motion – voting members voted unanimously. Passed at 11:03am.

Next meeting: Wednesday, March 27, 2024, from 10 am – 11 am.

The quorum shifted, so Dina made a motion to adjourn at 11:05 am. Mallorie seconded the motion.

Respectfully submitted,

Kris Martone-Levine