**ICC Family Engagement Subcommittee Meeting**

**Minutes**

**April 3, 2024**

In attendance: Dina Tedeschi (v), Sanya Agrawal (v), Shirley Fan-Chan (v), Michelle Grewal (v), Johan de Besche (v), Jennifer Clark (v), Kathleen Amaral, Pat Cameron, Asha Abdullahi (v), and Kris Martone-Levine; voting members absent: Mallorie Brown, Cambria Russell, Andrea Goncalves Oliveira, Casandra Greeno, and Rosa Hsu. The meeting was held virtually.

Agenda:

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

Quorum met at 10:13 am. Call to order at 10:14 am.

Welcome by Dina Tedeschi, ICC and Family Engagement Co-chair. Discussion and confirmation of voting members. The roll call was completed, and the meeting was called to order at 10:15 a.m. There were 6 voting members for the quorum.

Review Minutes from March 20, 2024, were shared in advance and brought to the group for approval. Roll call for March 20 minutes approval; all voted yes at 10:20 am.

The charge was approved at the ICC General Session on March 28, 2024.

**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.*

This charge will be effective July 1, 2024, and will be in effect for 2 years. Consider what success looks like for the committee in 2026. Kathleen shared a development tool to fine-tune the Family, Equity, and Engagement charge, which will help identify the purpose, define the charge, what success looks like, and skills.

Consider meeting cadence – needs and what’s working.

Discussion regarding inviting Emily White to present the presentation she made at the Federation for Children with Special Needs (FCSN) Visions of Community (VOC) conference in March.

The input for the Charge Worksheet was added to the chat and is to be captured in the working document (see below).

System and EI service discussion of impacts to families (migrant, cultural, etc.) and the importance of using the Family Engagement Framework as a tool to meet families where they are.

Shifted to discuss meeting schedule. Dina will contact Emily White and Shari Robinson to present on the Family Survey at the May 1 meeting. Dina suggested skipping July and resuming meetings on the 1st Wednesday of each month in August, with August 7 being the first meeting of fiscal year 2025.

Johan motioned to adjourn at 11:50 am; Shirley seconded. The meeting adjourned at 11:50 am.

Next meeting: May 1, 2024

Next General Session meeting: June 6, 2024

Respectfully submitted,

Kris Martone-Levine

ICC Committee Charge Development Tool

## Select Committee:

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| [ ] Service Quality Committee | [ ] Membership |
| [x] Family, Equity and Engagement | [ ] Fiscal |

## Purpose:

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| For families of all backgrounds and languages to be able to access and understand how to complete the survey, and why. Improve visibility to families and programs regarding survey importance. |

## Define the Charge of the Committee:

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| 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. |

## What does success look like in June 2026:

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| * Best practices document (or other format) on maximizing census-based survey responses - to distribute to program directors (templated text, FAQ’s, helpful guidance, etc.)
* Work with DPH on quality executive summary (infographic and/or information flyer/sheet) as documentation of how the new census approach will be executed, so families know what to expect.
* X percentage minimum of responses received at end of cycle year
* Engaging individual EI providers to distribute and support best practices to maximize family engagement and response with the survey.
* Professional learning opportunities, for providers, and families and community partners (alignment with the FE Framework model) to employ a culture shift, to families being the driver.
	+ including examples or language to emphasize the equity aspect of survey response: eg *"it's especially important for us to hear from your family becuase I (EI specialist) don't have your lived experience, so we need to hear your voice directly"*
* Supporting the development of templated follow up communication, to close the loop, post survey completion
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## Skills we are looking for:

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