**ICC Family Engagement Subcommittee Meeting**

**Approved Minutes**

**March 20, 2024**

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

Agenda:

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

Quorum conversation and conversation of how people prefer to be identified.

Quorum met at 10:17 am.

Welcome by Dina Tedeschi, ICC, and Family Engagement Co-chair. Round-robin introductions. The roll call was completed, and the meeting was called to order at 10:26 a.m. There were 7 voting members for quorum.

Minutes from February 7 and March 6 were shared in advance and brought to the group for approval. Roll call for February 7 minutes approval; all voted yes at 10:28 am. Roll call for March 6 minutes approval – addition of Asha Abdullahi as attendee; all voted yes at 10:33 am.

Discussed the charge that was shared at the Steering Committee meeting and the conversation about jargon.

Suggested charge changed in response to feedback from Steering: *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.*

Johan suggested explicit language by adding DPH and EI Division. Discussion led to leaving it as is.

Shared conversations previously held regarding the NCSEAM Family Survey, both online and on paper, and the processes used for gathering the information. Also shared was a conflict with the service coordinator completing the survey for family members, and therefore, they were asked not to complete it for families.

The recommendation was made to have unique surveys versus unique codes; the goal is to simplify things for families.

Reviewed survey distribution, modality, and current languages available.

Dina shared that the charge can and may change over time, and it is the expectation that this may happen. If there is no other feedback on the charge, we will move this forward as the Family, Equity & Engagement Subcommittee charge.

Moving forward, we need to be aware and open to how the survey is implemented—awareness of meeting communities' needs. Dina is keeping a list of thoughts and ideas and mentioned marketing to all families that receive EI services in print and online.

Dina motioned to adjourn at 11:02; Johan seconded. The meeting adjourned 11:03 am.

Next meeting: April 3, 2024

Next General Session meeting: March 28, 2024

Respectfully submitted,

Kris Martone-Levine