**ICC Steering Committee**

August 22, 2023, 1-4pm

67 Forest Street

Marlborough, MA 01752

**Attendees:** Chris Hunt, Emily White, Scott Geer, Mallorie Brown, Colleen O’Brien, Nicole Constantino, Zulmira Allcock, Lori Russell, Dina Tedeschi, Cambria Russell

**Absent:** Johan de Beshe

**Other Attendees:** Kris Martone-Levine, Pennie Theodorou, Tom Innis, Leah Yohannes

**1:10 – 1:12 Welcome and Call to Order**

Chris welcomed the Committee, established a quorum and reviewed the agenda.

**1:10 – 1:25 Open Items**

Chris called a vote to approve minutes from the Steering meetings held on 7/11/23. Minutes approved. Emily White shared that Pennie Theodorou will be leaving DPH and explained that ICC operations will be moved to. Two new manager positions have been posted including a Community Outreach manager position that will help complete ICC tasks. Pennie created an ICC implementation guide to help operations moving until a Coordinator is hired. Emily White will continue as a liaison with the governor’s office. An Operations Manger position has also been posted to run internal processes related to ICC.

Chris shared that only 13/33 ICC members have completed their appointment paperwork. Chris reminded Steering to complete their forms ASAP to move forward with final approval from the Governor’s office.

Dina Tedeschi has been nominated as the new ICC parent co-chair. Dina is excited about this role and looks forward to contributing to the ICC in this way. Chris called on a vote from Steering to back Dina in this role. Group consensus on moving forward with Dina as co-chair. Next step: schedule an ICC meeting to hold a vote to officially vote Dina in.

To Do: Emily White will send out a poll to schedule this meeting.

**12:30 – 3:35 Strategic Plan Discussion**

Chris introduced Tom and Leah from Gibbous Consulting to kick off the strategic planning process. The purpose is to develop the purpose and mission of the group.

Ice breaker: what needs to happen during this strategic planning process to ensure you are fully committed to the outcomes?

* Responses: Buy in, demonstrable results, clearly defined outcome and strategies, attainable goals, achievable goals (resources and time to complete them), impactful goals that are aligned with community needs and trends, outspoken advocates to champion needs of the system and families to support delivery of high-quality services, achievable, realistic, and attainable goals, small deliverables and goals to show results, consensus on a vision, positive energy, authentic engagement and conversations, transparent process that is clear and understandable to all involved, shared understanding of final outcomes of the strategic planning process, trust.

Review of Federal Reg – Tom shared the federal regulation as it relates to ICC requirements. What requirements has the ICC not touched on, what should be considered moving forward?

* Composition of ICC – greater composition of ICC to include folks like pediatricians is important
* Age range – includes birth-to-five because it talks about transition.
* Clarification on fiscal responsibility – advise and assist on fiscal data and reimbursement systems
* MOUs- how to create MOUs between agencies providing services ex- how to engage and document transient populations of children for continuity of care. – client system needs to be improved to achieve this example more easily. No stated policy on how to handle situations like this.

Where do we focus?

* Hiring and recruitment – If this doesn’t live at ICC, where does it live? This is a core need to make the other actions on the list happen. How to differentiate between ICC and trader association? Need to coordinate with pop up centers, higher ed, career fairs, to increase knowledge among workforce pipeline and kids. Need PR component to reeducate what EI is and family rights. Even if workforce was not in crisis, it is not diverse so hiring and recruitment is needed to diversity the field. Identify problems, raise awareness with laws. This topic cross cuts quality services, out reach, staff support and trainings, etc.
* Staff support and training – should focus on retention. Duplication of DPH trainings and program’s trainings. Could be a high priority for programs but lower for ICC.
* Service quality – number 1 priority. Is part of hiring and recruitment. Includes family rights, access to care, and how does ICC help populate parent awareness. Department needs to hold programs accountable to high quality services – ICC can help with this.
* Service integration – What does this look like for families that are not eligible or involved in EI but are part of the system? Ex. Children living in crisis shelters, how do we connect them to the right services at this phase of their lives? Current trends - Migrant communities, DCF, etc are others that need to be integrated and served. What programs/ groups need to be part of ICC that are not currently on ICC to reach these groups? Need to coordinate what is happening in other organizations and services. Shelters and young families should be targeted.
* Public outreach – is potentially strategy to the different focus areas. Should focus on general awareness in the public at large. Could be shifted to a cross-cutting theme. Consider changing from “public” to “targeted” or “tailored”
	+ ACTION: Can ICC write press releases? Emily White will find out.
* Child Find- Should be focused on finding each and every child who is eligible. Should focus on referrals and education for pediatricians. Should be linked with staff, service quality, public outreach, etc.
* Family voice – high priority
* Equity – should be a cross-cutting lens for all the other priorities.
* Fiscal Sustainability – high priority, should focus on the system not the program-level. Training for provider billing is important, high level training could be included. Fiscal stewardship is needed from state office and program levels.
* Interagency collaboration – fold into service integration
* Transition – defined as transition from Part C into Part B and/or other services. Can advise and assist to see what needs to change to include better transition data by improving the data system. Parents also need education on the transition process.
* Other focus areas?
	+ Monitoring (data and programs)- would cross cut many priority areas.

**3:45- 4:00 Subcommittee Report Outs**

Membership

* Proposed moving forward with “The Massachusetts Early Intervention Interagency Coordinating Council (ICC) Handbook” to be voted on to utilize for the upcoming ICC year. The committee will continue to develop a succession plan as well as a membership recruiting process.
* Next meeting is 9/8/23 from 10-11am.
* ACTION – send proposed handbook add draft watermark, and send to Emily, Dina, and Chris for review prior to sending.

Fiscal and operations

* The committee’s focus is to establish fiscal monitoring procedures to support the fiscal audit.
* August 2023- Connor Farrell from MA EHS came and informed the subcommittee on the MA 257 rate change process, model, and schedule.
* The committee continues to look at the requirements for the audit by reviewing and generating questions of the following documents:
	+ Fiscal Management for State Agencies with Primary Fiscal Responsibility
	+ Single Line of Responsibility
* Later in FY24- Committee will establish training recommendations.
* Next meeting is 9/15/23

Family Engagement

Did not meet this month so no new updates to share. Will continue to meet first Wed of every month and the day before ICC meetings.

Racial Equity Subcommittee

Did not meet this month so no new updates to share.

**4:00 pm Meeting Close**