**Early Intervention ICC Fiscal & Operations Subcommittee meeting December 14, 2023**

**Roll Call** (\*appointed members)**:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Email address** | **Present: Y/N** |
| Lori Russell **(co-chair)\*** | lrussell@aspiredevelopmental.org | Y |
| Zulmira Allcock **(co-chair)\*** | zallcock@ahsinc.org | Y |
| Jheanell West **\*** | jheanellwest@gmail.com | Y |
| Colleen Wellman **\*** | cwellman@ahsinc.org | Y |
| Scott Geer (DPH) **\*** | Scott.W.Geer@mass.gov | Y |
| Maura Murphy | mmurphy@criterionchild.com | Y |
| Cheryl Bruk | cbruk@thepccd.org | Y |
| Judy Thomas | Jthomas@ahsinc.org | Y |
| Nicole Constantino | nconstantino@meetingstreet.org | N |
| Anne Marsh | amarsh@thomchild.org | Y |
| Tanya Mateer | tmateer@thomchild.org | Y |
| Karen LaPan | klapan@thomchild.org | Y |
| Alex Chatfield | AChatfield@minutemanarc.org | Y |
| Deeptha Ramalingam (DPH) | Deeptha.Ramalingam@mass.gov | Y |

**Agenda**

* **Welcome**
  + Zulmira Allcock provided opening comments and conducted roll call.
* **Review and Approval of Minutes from November Meeting**
  + November notes were reviewed, voted on, and were unanimously approved (LR, ZA, CW, SG).
* **Fiscal Federal and State updates**
  + Discussed the status of the 257 rates announcement.
    - Holding pattern followed owing to rates for all services impacted.
    - Discussed budgeting concerns for Programs.
* **Ongoing Business**
  + There were no new questions submitted to the Sub-Committee prior to the meeting.
  + Support for Shelters: No new updates from last month. Committee requested an update.
* **Fiscal Training Discussion**
  + Family Member Fiscal 101 “flyer”
    - ICC Fiscal survey sent to providers on FAQ they receive from families.
    - Family & Community Engagement Manager putting together a Family engagement package; will reach out to offer survey information to include in their family package
* **Establish Fiscal monitoring Procedures to support Fiscal Audit:**
  + Zulmira Allcock shared FY 20 Fiscal monitoring report and the results were discussed.
  + Fiscal Manager to check with EI Data & COSS team to see if the report could be generated within EICS and shared with Programs monthly.
  + Discussed parameters to be added to the report; Eligibility, Diagnosis, SSP services provided, Demographics (staff and clients), Number of children receiving more than 30 hrs of EI services in a month.
  + Reports would be reviewed across this group on a quarterly basis. Potentially something that could be shared with the community monthly.
  + Asked about establishing a by Program report that could be used as a “report card”.
* **Review Part C application budget for 2025 during prep stage (Jan-April 2025)**
  + Timelines/schedule for budget conversation would be established in Jan 24 meeting.
* **General Discussion**
  + Reports for CLAS Grants
  + Staff Demographics report in EICS with regard CLAS grants
  + Next meeting will **Jan 11th**.