**Early Intervention ICC Fiscal & Operations Subcommittee meeting July 6, 2023**

**Roll Call:**

* Lori Russell Co-Chair - Present
* Zulmira Allcock Co-Chair - Absent
* Scott Geer DPH Rep - Present
* Colleen Wellman Provider - Present
* Elizabeth Small Provider- Present
* Jheanell Daye Parent Volunteer - Present
* Tanya Mateer Provider - Present
* Karen LaPan Provider - Present
* Maura Murphy Provider - Present
* Cheryl Bruk Provider - Present
* Anne Marsh Provider - Absent

**Agenda**

* **Welcome**
  + Notes from last meeting were tabled due as two of the voting members were not present at last meeting. The June 1st notes will be called for a vote again at the next meeting.
* **Fiscal Federal and State updates**
  + Scott Geer informed the Fiscal Subcommittee (SC) that there were no new updates to provide as the Part C application had been submitted and the State budget was still in the process.
* **Ongoing Business**
  + The following question were discussed:
    1. What are the policies and procedures for preparing budgets and planning for the use of funds?
    2. Should insurance meetings be re-established?
    3. Should a rep from MassHealth be on Fiscal? Once submitting Part C application, what happens if budget submitted changes, or funds are shifted? What is the process to be able to do that?
    4. How will service units/costs be monitored to look at trends and if stats decrease or increase unexpectedly?
* **General Discussion**
  + Questions raised and to be answered in next session:
    1. Who votes on things such as minutes?
    2. What is the current threshold for quorum?
    3. The subcommittee also is seeking verification on who are listed as voting members.
    4. How are new members appointed?
    5. What is the process to remove appointed members who are no longer able to attend?
  + Scott Geer shared the outline draft for the MA Internal Control policy currently being written/updated.
    1. This was done to promote transparency on the process and encourage early feedback.
    2. It was recommended to include General rules of spending.
  + The subcommittee discussed focusing some training on fiscal oversight.
    1. What kind of training and how to provide it.
    2. Conversation was tabled and will continue in future sessions.
  + Scott Geer asked the subcommittee on its interest in guest speakers such as the Part C application process, Fiscal Monitoring and MA Rate adjustments.
    1. Scott Geer will schedule the MA SME for Rate change adjustments to attend the Aug 3rd session.
  + Subcommittee Chairs will verify August 3rd is still a good date for its next meeting and follow back up with the committee as a whole.