**Early Intervention ICC Fiscal & Operations Subcommittee meeting Feb, March 14,2024**

**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 |  |
| 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 | N |
| Judy Thomas | Jthomas@ahsinc.org | Y |
| Nicole Constantino | nconstantino@meetingstreet.org |  |
| Anne Marsh | amarsh@thomchild.org |  |
| 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 February Meeting**
  + February notes were reviewed, voted on, and were unanimously approved (LR, ZA, CW, SG).
* **Fiscal Federal and State updates**
  + ANF has approved Chapter 349 (rates). They will be filed on 03/15/24. No dramatic changes.
  + Federal Government shut down did not impact MAEI budget. Even if there is no budget before the second quarter, there will not be a huge impact as the funding for EI is allotted in bulk.
  + Question from Karen LePlan on waiver approvals with Susan Breen being out. The fiscal manager advised to contact Leslie Mitrano (EI Operations Manager). Waivers are requested through EICS.
* Draft - Mission statement/charge for ICC Fiscal subcommittee.

Charge: The Fiscal Subcommittee will advise and assist the ICC on Fiscal viability, Accountability, and sustainability of the MA Part C programs.

What does success look like in June 2026?

* Review Fiscal reporting, Fiscal Auditing & Monitoring Procedures (DMS 2.0)
* Universal policy implementation such as an updated Reimbursement manual.
* Collaborating and developing a process to review the Part C Application and budget on an annual basis.
* Support priority development (special projects like shelter support, interpreter services and emerging needs).
* Collaborating on Training oversight such as technical assistance, webinars, family and provider fiscal information.
* **Ongoing Business**
  + Concerns over TB outbreak.
* **Review Part C application budget for 2025 during prep stage (Jan-April 2025)**
  + Part C Grant application Draft was shared by EI Fiscal manager. To be posted on the website on March 22, 2024.
    - Would there be scope to review a tally of the actual spending vs the budget from last year?
    - Spending on Data systems: request for historical information on EICS spending/costs.
    - Will the division notify Programs and families when the application draft is posted on the website?
  + Will be reviewed more during the next ICC Fiscal Subcommittee meeting.
* **General Discussion**
  + Proposal to move the meetings to a bimonthly schedule beginning June 2024.
  + Next meeting will be on **April 11,2024**.