**Early Intervention ICC Fiscal & Operations Subcommittee meeting October 12, 2023**

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

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

**Agenda**

* **Welcome**
  + Zulmira Allcock provided opening comments and conducted roll call.
* **Review and Approval of Minutes from June and July Meetings**
  + August’s notes were reviewed, voted on, and were unanimously approved (LR, ZA, JD, CW, SG).
* **Fiscal Federal and State updates**
  + Discussed the status of the SFY Staffing Recovery Funds. EI can release these payments until after the State Comptroller releases the money to EI. Discussed potential impacts operating under a continuing resolution vs government shutdown. Little impact is expected in relation to a limited or short-term shut down.
  + Provided information about Continuing Resolutions and potential impacts from a Government Shutdown. Highlighted that we expected impacts to be minor from these events.
* **Ongoing Business**
  + There were no new questions submitted to the Sub-Committee prior to the meeting.
  + ICC retreat is scheduled for the following week.
  + The committee asked for an update on the Public Hearing timeline. Scott Geer informed the group he had not heard anything new.
* **Fiscal Training Discussion**
  + The group discussed ways to improve on Ask Away sessions. The overall opinion was that the Ask Away sessions were going well.
    - Suggested a running tally of frequently asked questions that could be sent out with the Thursday emails.
    - Suggested updating the weekly announcement to be more welcoming and suggested to promote to new billers and a “come and listen” approach.
  + On top of an EI Program Manager Fiscal 101 there was an extended conversation on establishing a Family Member Fiscal 101 “flyer”
    - Perhaps adding a fiscal section to the Family Rights Document
    - Create a handout that addresses FAQ from family members surrounding fiscal/claims
      * An Ins EOB explanation
      * Explaining Payer of last resort
      * Explaining co-pays and how EI is a separate line
      * Lori Russell and Zulmira Allcock will collect a list of FAQ
      * Scott Geer will create a template that could be used
* **Establish Fiscal monitoring Procedures to support Fiscal Audit:**
  + Committee is requesting to explore receiving reports similar to the quarterly reports sent to legislators. Scott Geer will look into these reports
    - This topic will be added to the next agenda for further discussion.
    - Zulmira Allcock will share old reports she had as a basis for discussion.
    - The committee will discuss what we have reviewed in the past and decide what changes if any would be appropriate.
* **Review Part C application budget for 2025 during prep stage (Jan-April 2025)**
* **General Discussion**
  + Migrant Housing crisis and impact on providers
    - Colleen Wellman asked if cost offsets was part of the migrant conversation? Establishing care with this population has unique challenges and additional costs beyond normal operating costs. There was a concern from some providers on matching Mass Health referrals to PCP who have not seen the children. Delays services.
    - Colleen agreed to send a summary of the concerns via email and Scott Geer will share with the EI representative on the migrant committee
  + Subcommittee Chairs will verify November 9th is still a good date for its next meeting and follow back up with the committee. Scott Geer will reserve the zoom slot for the 2nd Thursday of each month.
  + Time will be added to the next session for an update on the EICS Health Insurance enhancement.