**ICC General Session Meeting**

**Proposed Minutes**

**February 8, 2024**

In attendance:

Adrian Tatro, Alex Chatfield, Amy Muehlberger, Amy Whitehead-Pleaux, Andrea Oliveira (v), Anne Marsh, Cambria Russell (v), Cheryl Bruk, Chris Hunt (v), Chrissy Kammel, Colleen O'Brien (v)

Colleen Wellman (v), Corinna Rea (v), Dina Tedeschi, (v), Edith Benisty, Elizabeth Jones, Elizabeth Small (v), Emily White (v), Erinne Gorneault, Ginny Vallee, Heather Brankman, Jennifer Clark (v), Jheanell West (v), Jill DeCarteret, Joanna Sweeney Gray, Johan de Besche (v), Kelly Petravicz, Kevin Beagan (v), Kris Martone-Levine, Leah Smith, Lianne Renaud, Liz Cox, Lori Russell (v), Maggie Finnegan, Mallorie Brown (v), Melissa Adams (v), Melissa Roller, Michelle Grewal (v), Molly Gilbride, Nicole Constantino (v), Prity Shah, Rebecca Brink (v), Sandy Brown, Sanya Agrawal (v), Scott Geer (v), Serra Acar(v), Shirley Fan-Chan (v), Teri Turgeon, Tory Karlsen, Zulmira Allcock (v) Meeting was held virtually.

The roll call was done, and the meeting was called to order at 11:39 am.

Review agenda, to include discussion of the Vision for ICC followed by the Director’s Report

Alex Chatfield minutes being posted, and Chris spoke to this and thanked Alex for raising it.

Motion to approve minutes from December 7th meeting by Zulmira, Seconded by Nicole. Called for any discussion on minutes. Roll call vote Cambria, Chris, Colleen, Colleen, Corrina, Dina, Elizabeth, Emily, Jennifer, Jheanell, Johan, Kevin, Lori, Melissa, Michelle, Nicole, Rebecca, Scott, Serra, Zulmira. Approved by all at 11:44am – 20 approvals, 2 absences.

Reviewed proposed committee restructuring.

At last meeting approved new ICC structure

Committee restructuring

* Service Quality
* Fiscal
* Family, Engagement & Equity
* Membership

Breakout sessions facilitated by subcommittee chairs – subcommittee chairs gave brief overview of each committee for participants to know which session they would attend.

Membership

* Onboarding for ICC
  + What does being on ICC mean?
  + What would be expected?
* Looking for 4 members to join
* Create PPT for future onboarding.

Fiscal

* Looking for additional members
* 2nd Tuesday of month, 2:00 pm to 4:00 pm on Zoom
* Review audit requirements.
* EI Compliance
* Fiscal requirement training for staff to better understand.
* Flyer re: fiscal for families
* Maximize services – Part C budget.
* Robust committee – all levels of participation welcome
* Families welcome – no calculator is needed to participate.

Family, Engagement & Equity

* Connecting families, reduce biases and increase.
* Presenters provide information and data to better inform conversation.
* Comfortable space
* Encourage families to participate on any of the subcommittees.
* The risks and rewards of NCSEAM change to ensure equity and representation of all.
* Survey data – assist and advise EI.
* Technical assistance for EI programs

Service Quality

* Charge TBD as it’s a new subcommittee.
* Supporting the Strategic Planning Pillars
* Staff retention, staff support, cross-agency effort/collaboration.
* DMS 2.0
* Assist DPH General Supervision; steering looking at how to build infrastructure to support recruitment and retention (e.g., nursing example).
* Systems change.

Breakout sessions – choosing a breakout group that has interest to you.

Notes from Family, Engagement & Equity Breakout session - Leah Smith, Shirley Fan-Chan, Corinna Rea, Serra Acar, Liz Cox, Johan de Besche, Melissa Adams, Jill DeCarteret, Rebecca Brink, Heather Brankman, Amy Muehlberger, Dina Tedeschi, Sanya Agrawal, Jennifer Clar, Molly Pettron (Perkins), Judith Alexander (DCF), Cambria Russell attended.

Review of what the NCSEAM Family Impact Survey is.

Proposed charge:

*The Family Engagement & Equity subcommittee will use date analysis to identify best practices, potential barriers associated with transitioning to a census approach for the survey to optimize the impact of this change while minimizing any biases that may arise.*

* Is code necessary – thwarts family participation because they have to find and input code.
* ASL support for families to complete NCSEAM Family Survey
* Will EI Programs or DPH send survey out to families?

Report out from breakout sessions resulted in one charge being lifted for vote. Membership subcommittee charge of

*Membership will develop an onboarding process to orientate and initiate new members to the ICC. To ensure appointed members understand their roles, responsibilities, and expectations.*

Zulmira motioned; Cambria seconded. Roll call approval of Membership Charge resulted in 56% approval of charge.

Plan to vote on the remaining 3 subcommittee charges at the next General Session meeting.

Two-year cycle for ICC meetings – ICC logistics and rhythm to be able to do the work of the ICC.

Chris thanked folks for participating.

Director’s Report – Emily White (PPT)

SSP/APR Submission and Timelines

EI RFR Applications

Position postings – SSP Oversight/Support

Website Improvements EI Providers

101 CMR 349.00 – Rates for EI Program Services

Transition to BDI-3 – Panel, recommendations,

Messy Middle

BDI-2 > BDI-3: Clarifications, EICS

Encounter claims missing information >clarifying obligations, planning validations, share data with EIS & EIBI Program Directors

Monitoring EIS Programs > Results indicators focus (March)

Preparing to do

Develop procedures for census data > procuring vendor, develop procedures.

EI RFR > Review responses – DPH staff not allowed to review/rate.

Activate validations in EICS > Reviewing IDEA requirements, developing technical specifications.

What will be the benchmark for the NCSEAM Impact Family Survey response rate be?

State would set response rate goal.

Chris requested any questions and a motion to adjourn. Dina requested a list of subcommittee meeting schedule and URL was shared. Thank you to Kathleen for updating minutes.

Nicole motioned to adjourn at 1:22 pm, seconded by Zulmira. The meeting was adjourned at 1:23 pm.

Respectfully submitted,

Kris Martone-Levine