**ICC General Session**

**May 28th ,2024**

Members In attendance:

Serra Acar(v), Melissa Adams(v), Zulmira Allcock(v), Jennifer Clark, Nicole Constantino, Johan de Besche, Shirley Fan-Chan, Scott Greer, Andrea Oliveira, Chris Hunt, Colleen O'Brien, Corrina Rea, Cambria Russell, Lori Russell, Casandra Greeno, Elizabeth Small, Dina Tedeschi, Colleen Wellman, Jheanelle West

Welcome delivered by Dina Tedeschi

Call to order at 10:39 am

roll call done by Colleen O'Brien, quorum met

Open Items

Vote on minutes for February 8, 2024- must have been in attendance at that meeting in order to vote to approve. Motion to approve by Zulmira, seconded by Nicole Costantino. Minutes approved unanimously.

Membership requirements for the ICC were reviewed. All federal requirements are currently being met. Highlighted Parent & Provider representation and distribution, as well as state agency representation and vacancies, as well as "other" EI champions. Still looking for Federally Recognized Tribal Council member. It was noted that the language in the ICC handbook would need to be revised to be consistent.

Discussion about finalize committee charges was next.

Fiscal Subcommittee Charge was presented along with tasks to be completed

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

Discussion hat 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

Service Quality Committee charge is to inform and guide policies to improve hiring

The Family, Equity, and Engagement Subcommittee will work to support a new approach for gathering family input about the services their family receives from Early Intervention. - rec removing "new" and change to "the Divisions/DPHS" and pluralize approach to approaches. Noted and adjusted.

Membership- no changes since charge was approved during the last general session.

Current success measure includes every ICC member completing an onboarding process, and that each subcommittee has appropriate representation from all categories (parents, providers, champions, and "other)

Motion to approve charges as proposed raised by Johan de Besche, seconded by Nicole Costantino. No other discussion. Approved unanimously.

Discussion of the Committee Charge Development Tool- will be presented at next steering meeting. Includes info about skills desired for committee participation. Opportunity to provide feedback presented. This can be used as a tool to help committees and how this information could then be presented publicly as a recruitment tool. General opinions were positive.

Committee co-chair interest application- a QR was presented to bring folks to an application to gauge interest in taking on leadership roles. The ask is that current co-chairs complete this as well. Question raised about how we can provide mentorship/learning opportunities for folks who may be interested in leadership roles- this information is in the new ICC handbook.

A working calendar for the ICC was presented, with a focus on shifting to a two-year cycle to establish a rhythm. Will be discussed at Steering and a formal proposal will be brought to the general session at a later date.

Subcommittee member roles were presented.

EI director’s report - Emily White was unable to make it due to an urgent matter, as such no Directors Report was presented.

Opportunity to present new business.

Chris asked if it would it be helpful to have an overview of public comment brought to the ICC? It was noted this was going to be covered in the Directors Report, and a question was raised on when this report could/would be covered. The discussion concluded with a note that Chris would bring this question will be brought to Emily White so another opportunity could be identified.

Meeting adjourns- motion made by Zulmira Allcock, seconded by Johan de Besche. Meeting adjourned at 12:38 pm.