**ICC Steering Committee Meeting**

**8/25/22**

**Notes**

**Participants**: Chris Hunt, Emily White, Michelle Grewal, Colleen O’Brien, Kris Martone-Levine, Cambria Russell, Nicole Constantino, Eve Wilder, Dina Tedeschi

**Steering Committee Group Norms Brainstorm:**

* Calling in versus calling out
* Take time to talk to each other and not about each other - address challenges and ouch moments in the meeting or with the individual and not in the broader community
* Be solutions-oriented
* Seek to understand- assume good intentions
* Be present
* No judgment
* Listen to learn and understand, not to respond
* *The group can can revisit these norms at each meeting and update as necessary*

**ICC Updates:**

* Bob and Maura have stepped down as Fiscal Subcommittee Co-Chairs;
* Alexandra Nano, a co-chair for the Racial Equity Subcommittee, has also stepped down but wants to remain engaged with the ICC
* ICC co-chairs can appoint new co-chairs, but is important that the Steering Committee spends some time to reflect and consider the best path forward for subcommittee leadership; will revisit at future meeting

**Planning for FY22 White Board Exercise**

* Discussion Prompts: In thinking of your FFY21 ICC Committee:
  + What was a success from last year?
  + What barriers prevented your committee from doing their work?
  + What would allow for enhanced performance this year?

**Planning for FY22: Cross-cutting Themes from White Board Exercise**

Successes:

* Relationship building
* Clear charges established
* Increased organization and streamlined processes
* EID open to conversation about challenges and identification of solutions

Barriers:

* Participants didn’t have capacity for individual work outside of meetings
* Lack of role clarity; what’s possible within scope of subcommittee; clearer communication from DPH EID re parameters; not clear re expectations of co-chairs - need co-chair job description as well as description of role of subcommittee
* Clear membership and participant listservs for subcommittees; clarify membership at start of each year
* Inconsistent meeting times

Advance performance for coming year:

* Develop a plan for hybrid option for virtual participation
* Communicate roles at start of ICC year; single document; brief orientation
* Operational and administration support and communication tools
* Develop and agreement on vision, goals and objectives
* Increased participation from decision makers across sectors to allow for actionable change
* Increased feedback loop and communication from DPH to ensure committees are on track

**FY22 Planning Next Steps:**

* Co-chairs will review themes with EI Division, present proposed ICC goals and outcomes at September Steering meeting, discuss and come to a consensus
* This consensus will inform planning for the retreat and establishing charges for the coming year
* Communication note: To streamline email communication, EI Division is not going to send out calendar invites for the ICC meetings; to ensure all stakeholders are informed of meeting dates, the Division will send meeting reminder notices with date/time and registration link

**Meeting Plus/Delta**

Plus

* Ability for open forum and dialogue
* Concrete agenda items
* Think about how to continue to share group agreements
* Agenda shared before-hand
* Discussion in breakout groups
* Ice breaker
* White board allows for equal participation of all members
* Multiple ways to participate; quiet space for participation
* Alignment on where we are and where we need to go

Delta

* Slightly larger breakouts
* Incorporate a break
* Hope to be in the in-person at some point