**ICC Steering Committee Meeting**

**December 1, 2022 11:00am – 1:00pm**

**Notes**

**Participants**: Michelle Grewal, Chris Hunt, Emily White, Colleen O’Brien, Johan de Besche, Kris Martone-Levine, Eve Wilder

**Absent**: Nicole Constantino, Dina Tedeschi, Cambria Russell

Meeting Welcome & Opening

* Meeting called to order at 11:03am
* Roll call attendance taken and quorum confirmed
* Co-chair reviewed group agreements and meeting agenda

Open Items

* Mallorie Brown is an ICC parent representative that has agreed to participate on Steering Committee; Kris will connect Mallorie with Chris and Michelle to provide an orientation
* No new updates about member appointment process
* Question – what feedback do we give ICC members who do not attend multiple meetings as scheduled?
  + Consistent attendance is important for quorum and making council decisions
  + ICC by-laws indicate that multiple absences can result in membership committee action
  + Membership – need to ensure they have they an accurate, current membership list; existing process is that if a member does not attend consistently, membership reaches out to have a conversation
  + There should be a process for membership and co-chairs to regularly review membership list
    - Review absentees after each quarterly meeting
    - Need for a mechanism to track attendance at subcommittee meetings? Could be a simple spreadsheet. Open Meeting Law quorum implications.
    - Ask subcommittee chairs to cc membership when they submit meeting notes to help track attendance.

Open Meeting Law

* Challenges in comporting with Open Meeting Law for all subcommittee meetings; implications for how meetings are planned and operate
  + Challenges for meeting quorum
  + Clarification for requirement of appointed members to participate on subcommittees
  + Create implementation guide for chairs to support compliance with OML – can receive guidance from DPH Legal Counsel; provide training to chairs
  + Open Meeting Laws can restrict participation
  + There are areas where by-laws are not in alignment with OML; will need to review by-laws and identify areas for amendments
  + Co-chairs, in consultation with Nicole and Colleen, propose new language and bring back to Steering and then ICC appointed members for a vote
    - Emily will connect with DPH legal review by-laws and share comments, with specific attention to alignment with OML
  + Need to ensure chairs are appointed members because they will have affirmed commitment to Conflict of Interest law, as required by statute

Confirm FFY22 Charges

* Re-iterate that these are the charges that were approved. Steering can help support actualizing the charges
* Membership: clarify that gap analysis should be inclusive of subcommittee meetings and activities in additional to the general body because Open Meeting Law applies to subcommittees
* Family Engagement: many needed clarity about the NCSEAM family survey
* Racial Equity: received questions about the charge; chair was not able to attend Steering Committee where charges were finalized, so wasn’t able to fully answer member questions; would be helpful to have ICC leadership rep. attend subcommittee meeting to help clarify charge and answer questions

Subcommittee Report Outs

* Fiscal:
  + A couple people interested in co-chair role, not yet confirmed
  + Determined meeting cadence – monthly meeting in afternoon after general sessions, on off-months, will meet at a similar time
  + Question: would the committee meet in the absence of the chair; agreed will not meet, because there is not an individual to do the work of the chair
  + Are we open to shifting Steering meeting time to support adding new committee chairs? There is interest in adapting schedule. Administer doodle poll to identify new dates.
* Membership:
  + Previously not a formal process for confirming new co-chair
* Strategic Vision
  + Only two participants, including the EID representative
  + Next step – visioning team could bring this work to the steering committee and subcommittees; chair has tools and process to complete this process; aim to complete by spring
  + Each committee chair could integrate visioning into their committee activities
* Family Engagement
  + Large group, including program directors, EIBI services, family representatives
  + Dina and Cambria developed scheduled; first Wednesday of every month and then an additional prep meeting the day before the ICC General Sessions
  + Would like longer meeting times
  + Would like further clarity on charge
  + Seeking opportunity to complete last year’s charge
* Racial Equity:
  + Close to confirming co-chair
  + Received a number of questions about the charge
  + Conflict of interest question – potential project of chair; will seek counsel with the State’s Ethics Commission

January 12th ICC General Session Meeting Planning

* Confirmed meeting time 11:30am – 2:00pm
* Feedback from November – appreciated the EI Director Report (appreciate the federal and state perspective) is grounding an informational
* Incorporate two brief presentations from state systems partners
  + Provide a slide template with prompts for state partners to complete
  + Family Engagement identified: DCF & DMH
  + MassHealth
  + Division of Insurance
  + EEC
  + Emily will reach out to agency contacts about presenting in Jan, March or June
  + Create a document that lists agency name, representative and connection to ICC/impact on EI system
* Important to continue to close the feedback loop on items from previous ICC meetings (i.e. current status of ICC recommendations)
* Racial equity interested in developing survey of program directors to understand existing racial equity trainings. Will this require DPH approval and review. Will consult with DPH legal counsel.