**ICC Steering Committee**

**Meeting Minutes**

**5/15/23**

**Attendees**: Michelle Grewal, Chris Hunt, Emily White, Scott Geer, Nicole Constantino, Zulmira Allcock, Lori Russell, Dina Tedeschi, Cambria Russell,

**Absent:** Johan DeBeshe, Colleen O’Brien, Mallorie Brown

**Other attendees**: Kris Martone Levine, Pennie Theodorou

**11:00 am Welcome and Roll Call**

* Co-chairs welcomed the group and verbally explained a land acknowledgment
* Michelle took attendance and established a quorum
* Co-chairs reviewed the meeting agenda
* Each attendee was asked to answer the following icebreaker question, “What are the first words or phrases that come to mind when you hear the word “system”?
  + Responses: Family, changes, things working together, things that come together to make things better, interconnections, parts that make up a process, structured organization, systems overload or error, connectedness, and process improvement.

**11:15 am Open Items**

Dr. Emily White presented a review of key components of the Massachusetts Open Meeting Law:

* “Quorum”, a simple majority of the members of the public body, unless otherwise provided in a general or special law, executive order or other authorizing provision.
* Minutes: Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner, must include:
  + the date, time and place of the meeting;
  + the members present or absent;
  + the decisions made and actions taken, including a record of all votes;
  + a summary of the discussions on each subject;
  + a list of all documents and exhibits used at the meeting; and
  + the name of any member who participated in the meeting remotely.

*Reminder: subcommittee meeting minutes should be sent out with the next meeting agenda to be voted on at the next meeting. Once approved, send the approved minutes to Pennie to get posted online.*

* Minute Records
  + The Open Meeting Law requires public bodies to create and approve minutes in a timely manner.
  + A “timely manner” is considered to be within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay.
  + The Attorney General encourages minutes to be approved at a public body’s next meeting whenever possible.
  + The law requires that existing minutes be made available to the public within ten days of a request, whether they have been approved or remain in draft form.
  + Materials or other exhibits used by the public body in an open meeting must also be made available to the public within ten days of a request.
* Consequences for Violating Open Meeting Law
  + Nullify any votes taken or meetings occurred
  + Risks Part C Grant because of statutory requirement for ICC
  + Complaints & Public Decision against those in violation
  + Removal from Public Body in cases of flagrant, purposeful, or repeated violation
* Summary:
  + Agendas must be posted on the website at least 48 hrs in advance of the meeting. Chairs are responsible for providing the agenda to ICC Coordinator at least 1 week in advance.
  + Meetings cannot be held without a quorum. This applies to ICC Steering Committee, Subcommittees, and General Session.
  + Minutes must be taken, voted on, and posted on website. This applies to ICC Steering Committee, Subcommittees, and General Session. EI Division Staff are responsible for collecting minutes in ICC meetings.
  + DPH staff are supposed to serve as clerks to take minutes and assist during subcommittee meetings.
  + If people drop off during the meeting, the meeting must stop.

**11:30 am Planning for next ICC year**

* Dr. White shared that the Governor’s office has concerns about the diversity of the ICC since it is primarily a homogenous group. Dr. White noted that the EI workforce is primarily white women, so it is hard to recruit diverse members since the field is not very diverse itself. Dr. White asked the ICC for assistance to plan to recruit and retain more diverse members for the 9 ICC vacancies. One idea is the creation of a mentorship program, Members-in-training, to proactively identify potential members. Dr. White asked the group for additional ideas and/or feedback to incorporate a recruitment plan for the Governor:
  + Targeted recruitment for state employee vacancies
  + Members in training program
  + Greater clarity on the exact definition of diversity
    - Dr. White will ask for clarity from the Governor’s office
      * Could include/collect other data that are important for diversity
  + The ICC should collect more information on the disability status of ICC members to ensure there are neurodivergent members to increase cognitive diversity of the group
  + Several members expressed support for a Member-in-Training program.
  + Recruitment efforts and recruitment processes should be added to the ICC handbook.
  + Several EI programs have ongoing efforts to diversify the workforce, but it is a difficult effort. Programs are putting money towards it but still not making huge changes so it will take time for the workforce to shift and therefore take more time for the ICC to mirror the workforce. It is doable to create a recruitment plan, but it will take time to see changes in the composition of the ICC.
    - The ICC already has challenges filling current gaps so it will take time to fill the gaps and ensure diversity of membership- the provider pool isn’t infinite
  + It is important to meet people where they are at - does EI have groups they already partner with that are already diversified that we could recruit from?
    - Ideas: The federation for children with special needs, the YMCA's, DDS has deep connections across the community
    - The EI Division should work with the DPH DEI team/Racial Equity team
  + Parents of children transitioning out and into pre-school might have more time to offer their time to the ICC.
  + Is the ICC able to provide interpretation for meetings so that non-English speaking families can participate?
  + Consider looking at the Equal Opportunity Act in terms of how they define diversity. That could widen how we define it.
    - Everyone brings diversity to the ICC in some way. Was should look at the different ways we are all unique.
  + Next step: Emily and Pennie to connect with Diversity Liaison to get their ideas and will likely come back to this group and larger ICC with more requests to self-identify on more factors.
* Group discussion on search for Parent Cochair for FFY23
  + Dr. White announced that the ICC is seeking a Parent Co-chair for July 1, 2023-June 30, 2025. There are legislative requirements (bullet points 1-2) and optional but preferred qualifications. The ideal person for this role:
    - Must be a parent of an infant, toddler, or child with disabilities, ages 12 or younger
    - Must have knowledge of or experience with the Early Intervention/Part C program
    - Has actively participated in the Interagency Coordinating Council (preferred)
    - Has held leadership roles in the Interagency Coordinating Council (preferred)
    - Can commit to a 2-year term (July 1, 2023-June 30, 2025) (preferred)
  + If you are interested, would like to nominate someone else, or have additional questions, please contact Kris Martone-Levine at Kris.Levine@mass.gov.
  + Question from the group – does a parent need to have a child <age 12 at the start the term or the whole term?
    - Dr. White will follow-up on this.
* Group discussion on FY 24 ICC Meeting location and ICC Calendar
  + The EI Division shared survey feedback from a poll Steering member took prior to the meeting. Results show that 50% of the Committee prefers to meet 100% virtually, 40% prefer a mix of in-person and virtual, and 10% (1 person) prefer 100% in-person. Qualitative responses suggest that the retreat should be in person and Subcommittee should have the choice to select how they meet.
  + The EI Division shared a draft ICC calendar for FY 24 and asked the group for feedback on what might be missing and for general feedback:
    - There should be more time between Steering and the General Sessions
    - 11/20/23 is the week of Thanksgiving. We might want to consider meeting the week before.
    - Extend meetings to 2.5-3 hrs to allow more time to plan and discuss. This will be especially important during the strategic planning working sessions.
    - Summary: The calendar could be improved if there was more time between steering and general sessions and steering committee meetings were 3hrs. If meetings will be in person, add in the buffer to allow more time to build cohesiveness.

**12:05 pm Subcommittee Updates**

* Membership: Working on developing the ICC Operations and Best Practices Manual
* to replace the prior bylaws. Previously developed a detailed table of contents and now building content into the handbook. Realistically it will not be done by August. Next Meeting is 6/12/23.
  + Dr. White offered to reach out to other Part C programs to ask for their handbooks as a model. Membership co-chairs will reach out if this would be helpful
* Fiscal and operations: At the first meeting the committee reviewed FY Budget for 23 and 24. The committee received an auditing document to review and formulate a list of questions to look at how the committee can best support fiscal auditing. Documents were:  Fiscal MGT for state agencies with Primary fiscal responsibility and Part C Single Line of Responsibility. The committee has until May 18th to get questions to co-chairs who will then send to Scott to research the status of questions to begin the process of reviewing Federal Audit Requirements and prioritizing how to assist. Next meeting is 6/1/23.
* Racial Equity: The Committee is working to appoint a second co-chair and is working towards strategies to carry out the committee charge. Next meeting is 6/1/23
* Family Engagement: The committee has analyzed both mobile and paper versions of the NCSEAM survey for usability and understanding. The committee is hosting two EI Program Directors at the upcoming meeting to understand best practices and lessons learned in the field to incorporate into recommendations. They are currently developing recommendations to the Division for changes, to be delivered by the next July 2023 steering. Next meeting is 5/31/23
* Strategic visioning: The committee is planning to engage a consultant to support the strategic visioning process to create a common vision to guide the charges and work of the ICC. This will occur over the fall and at the retreat. The Committee prefers to have longer Steering meetings to build in time for these discussions as opposed to more frequent shorter meetings. The goal of this work is to:
  + Develop a shared vision & direction for FFY23-FFY26
  + Define what it means to be an influential, policy-driven council
  + Define the ICCs role in the delivery of high-quality services
  + Capture the current dynamics facing families and early intervention service providers
  + Engage key representatives in the ongoing work of the ICC
  + Create pathways for the ICC to have a positive influence in the system of care

**12:25 pm Planning for June Meeting**

* The Committee approved the following draft agenda for the June General ICC Meeting:
  + Develop a shared vision & direction for FFY23-FFY26
  + Define what it means to be an influential, policy-driven council
  + Define the ICCs role in the delivery of high-quality services
  + Capture the current dynamics facing families and early intervention service providers
  + Engage key representatives in the ongoing work of the ICC
  + Create pathways for the ICC to have positive influence in the system of care

**12:30 pm Meeting Close**