**ICC General Body Meeting**

2022 November 10

Meeting Minutes

1. **Welcome**
	1. Thank you to all those who have joined us today.
	2. There are shortages, real struggles in the field, thank you for taking time out of your busy schedule to join us for the ICC general body meeting.
	3. Change is hard and real, we want to make a lasting impact on our system through the work that we are doing here today.
2. **Role call**
	1. Quorum was established via a roll call vote. Majority present for meeting to get started.
3. **ICC Orientation/Overview: What is the ICC?**
	1. All states who receive federal money to implement Part C systems are required to have an ICC to advise and assist the lead agency.
	2. State ICCs are governed by federal regulations through the IDEA.
	3. Regulations specify the required duties of the ICC.
		1. Among the required duties: advise and assist the EI division at the DPH in planning, development and implementation of the EI system/
	4. Federal regulation provides guidance of who comprises the ICC membership. Some of those members include:
		1. Families and members of provider community,
		2. ICC members are appointed by the commissioner
		3. Appointed members fill a 3-year term, except for those filling vacancies
		4. The ICC is a public body, and in addition to appointed parities, any interested stakeholder is able to attend and participate in the open meetings by law.
		5. We want family representation from across the state.
4. **Open Items**
	1. Thank you to Bob Gagnon and Maura Murphy: fiscal committee co-chairs
		1. They have both really impacted our system, through their extensive experience across the state, long established careers. They have made an influence on countless families and their guidance on the fiscal committee in recent times has really helped the system at large.
	2. Member Appointment Status Update
		1. The Governor’s office conducts the appointment process/background checks. You should be hearing back from the governor’s office soon regarding new appointments
	3. In future ICC meetings we’d like to incorporate updates from members/partners on key issues affecting children B-3 in MA
		1. If you are interested in providing updates, please let the ICC chairs know so that the updates can be planned into the schedule.
5. **Directors report**
	1. Federal updates
		1. Budget
			1. Maternal Infant and Early Childhood home visiting program (MIECHV) has been reauthorized with a bill to double funding over the next 5 years.
			2. We have an opportunity to better our relationships and collaborations with the home visiting initiative.
			3. Proposed federal funding for early childhood programs (see slides).
				1. Variation between the funding amounts between president, house, senate.
				2. President Biden’s proposed budget nearly doubles the amount of money to early childhood programs.
		2. Policy
			1. President Biden’s budget enables increased access to services
				1. Permits EI services beyond 3
				2. Eliminate family fees and out of pocket experiences
				3. Expands child find prior to a child’s birth, which means we are able to intervene even earlier!
			2. Executive order: All Part C programs are required to develop written equity plans that include measurable actions and will be posted publicly.
		3. Procedural Updates
			1. Under Biden’s proposed budget, there will be changes to how state funding is calculated and used
			2. 10% of Part C funds need to be used for the equity plan
			3. Allocation of dollars to include poverty influence: states with higher poverty could receive more money, states with less poverty could receive less money.
			4. Up to $5 million reserved to study birth to 5 system across the country.
	2. Upcoming Activities
		1. Differential monitoring and Support Programs
			1. OSEP monitors and oversees Part b and Part c programs periodically. It is an audit that is conducted on a regular basis. MA Part C has been selected in Cohort 3: our audit will be conducted between 2025-2026.
			2. Discovery phase: Require 3-years-worth of data
			3. Onsite engagement: Interviews and observation
		2. Updates to general supervision procedures
			1. General supervision is a term used to encompass 8 areas of the Part C monitoring program across the commonwealth.
			2. The major area of focus this year is fiscal.
		3. Procurement
			1. Creating new contacts
			2. Our current contracts were established in 2014 and will end in 2024. Procurement will start early on given that it takes a lot of time
			3. Met with families and providers to get advice on what is currently working in the system
			4. We will be working on a RFI (request for information) to get further advice and feedback
	3. Data Report
		1. Since the start of this fiscal year, we’ve had 12,163 referrals. Less than the last 3 fiscal years.
		2. In the month of September 2022, we’ve had 21,102 children with active IFSPs
		3. 90% of services were provided in person as of September 2022
		4. There was an increase in formal administrative complaints and inquiries (family complaints).
			1. Last year, there were 2 administrative complaints.
		5. 19, 603 children exited Part c system in the last fiscal year
		6. Unknown Payors Issue
			1. Missing payor level claim details
				1. Cannot see splits between payors or assign amounts to respective payors
			2. Inconsistent entry of mass health carrier codes
				1. Cannot distinguish between payors
			3. Impact
				1. Unable to demonstrate compliance with the payor of last resort requirement
				2. Unable to summit reports to our legislature about these expenditures
6. **Open Meeting Law Presentation by the General Counsel’s Office**
	1. Introduction to the Open Meeting Law
		1. Requires all meetings of public bodies be open to the public
		2. Purpose is to provide transparency in government
		3. A pubic body is any multi member board
	2. One of the provisions of OML is that deliberations must be posted publicly
	3. If a quorum of the public body wants to discuss public business: they must do so in a properly posted meeting.
		1. If a public body member sends an email expressing opinion on a matter that comes before the body, this violates OML.
	4. Public body must post notice of meetings at least 48 hours before meetings take place.
	5. The notice must include:
		1. Date
		2. Time and place
		3. List of topics the chair reasonably anticipates will be discussed
	6. What is quorum? 51% of members
	7. Avoiding OML violations
		1. Serial deliberations: series of separate, independent conversations outside of a meeting among a quorum of members
		2. Attorney general advises against email communication outside of administrative tasks
	8. Remote participation
		1. Public bodies are permitted to have adequate, alternative means of public assess including video conference
		2. All votes taken during a virtual meeting must be by roll call vote
	9. Public meeting miscellaneous
		1. Public body must create and maintain minutes of all meetings
		2. Records reviewed by the public body during the meeting are public records
		3. The Attorney general’s office enforces OML
7. **FFY21 Advice from ICC**
	1. Identify racial disparities: committed to new indicator 4 questions
	2. Family liaison: committed to onboarding a researcher
	3. Allocate funding for culturally and linguistically appropriate services: committed funds for limited cost-reimbursement contacts to support CLAS
	4. Resources for families: committed to developing handbook and improve website
		1. EI division is publishing a referral data dashboard on their site
	5. Advise and assist – all voices are important
		1. Providers, parents, EI division, birth-3 stakeholders should all contributes and shapes the ICC work.
8. **FY22 ICC Goals/Charges**
	1. Performance
	2. Membership
		1. Creating a membership gap analysis and member recruitment and engagement plan.
	3. Operations
		1. Establishing fiscal monitoring procedures to support fiscal audit.
	4. Visioning task force
		1. Establish and promote a shared vision for the ICC.
	5. Racial equity charge
		1. Work with EI DPH staff and deliver professional development for state and contracted providers to increase knowledge, skills, and abilities of delivering Culturally, linguistically appropriate services (CLAS)
9. **Subcommittee Breakout Groups**
	1. During this time, subcommittees should start to form the groups, iron out logistics and prepare for the upcoming fiscal year.
	2. Breakout groups convened.
10. **End of Meeting**