**ICC Steering Committee**

**Purpose:** Steering Committee

**Date: 10.20.2022**

**Attendees:** Michelle Grewal, Dina Tedeschi, Chris Hunt, Colleen O’Brien, Cambria Russell, Emily White, Nicole Cosentino, Johan deBesche (noon), Eve Wilder (out),

| **Agenda Item** | **Discussion Notes** |
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| 1. Call to Order & Review Meeting Objectives (11:00-11:05) 2. Icebreaker (11:05-11:15) | * Ground rules * Call in, not out * Solution oriented * Assume good intentions   Review/discuss ICC Retreat and plan November meeting  Open meeting laws/rules  ICC Planning/goal setting  ICC structure decision making  Trust building  Open items  Understand clear and how we will get there - meaningful participation  Clear understanding in what role we play in pushing mission forward  Plan – end goal by June – action  Clear understanding where we are aligned and united and how we will move forward in November.  Feeling confused – what direction ICC is headed. Need to not feel confused.  Be able to leave with clarity on charges of ICC to move forward. Not sure where we’re going. In November – don’t have much to move forward. Need charges to start doing the work – want to see something to come from it.  Acknowledgment that we are in a change process – chaos comes with charge. Need to do things differently – takes time.  When thing that you’re craving happens – please note it. |
| 1. Open Items (11:15-11:20) 2. ICC Retreat Reflections (11:20-11:35) 3. Open Meeting Law Presentation – DPH General Counsel (11:35-11:55) 4. Break (11:55-12:05) 5. ICC 2022-2023 Planning and Goal Setting (12:05-12:35) 6. ICC Relationship Building (12:35-12:55) 7. Closing & Next Steps (12:55-1:00) | * Appointment paperwork – next step: Governor’s office will either reach out to each member for background check or to Eve with next steps. * Website * Fiscal Committee chairs * Task committees * Structure is confusing – has been confusing. * Open meeting law – Steering Committee – who should be at the table? Sophia will be joining to discuss. Steering is open meeting but hasn’t been traditionally.   ICC Retreat – 2 key points/themes seen woven through presentations  NC: 1. Breakout groups > provider group: confusion that we were separated from other stakeholders. 2. Confusion on where we’re going with the charges/goal. Look at true need of ICC.  DT: 1. Enjoyed the retreat – liked breakout rooms; would have been nice to have groups mixed up – enjoy that type of conversation; technical information could make it difficult for parents to participate. We want involvement but overwhelming or beyond skill set.  CR: People were grappling with process with a willingness to do hard work – personal reflection – everyone is looking for something to hook on to.  MG: Family group felt inviting and all shared actionable pieces; meeting families were they are; there were some amazing points made; people want to hone in on the work – how do we keep families in the room and acknowledge the “messy room.”  CO: Core functions/required roles. What is the  CH: The goals are not the charges – goal is large charges are shorter – tangible  MG: It’s difficult  What are the 1-2 specific things you didn’t see that ought to have been there  NC: 1. Short-term and intermediate goals so that we can feel accomplished. 2.  DT: 1. Talked about our charges so people could continue to move forward.  1 change you can make  CR: Being comfortable with being uncomfortable.  MG: Being honest, acknowledge awkwardness – connect with families directly. Bucket recommendations what would be a FE committee, sometimes done is better than not done.   * Sophia Apostola – Deputy General Counsel introduce Ginger Gates – new attorney working with Sophia. * Open meeting law (OML) presentation * Deliberation – oral/written communication on any public business; does not include scheduling or procedural information. Serial deliberation – * Posting notice for meetings * No requirement to list speakers – members/non-members can speak, and public body decides how they want to handle speakers. * Official minutes – shared with steering > members and then voted on. * Executive session: there is a list of “purposes” that an executive session can be called for. Executive sessions must have meeting minutes that may become public record. Examples, typically used in municipalities – union negotiations, land deals, city council wants to review the city manager, etc. * How does this affect bylaws? * Quorum required to vote * Quorum required to have the meeting; failure to have quorum can become a deliberation instead of a meeting. * Statues do not set the quorum * Simple majority: 51% * ICC membership is set by state and federal statutes * Public bodies poll membership to ensure that quorum will be present * How is quorum set if ICC has vacancies? What is the denominator? It is the total membership. * Publishing documents: we haven’t historically shared the presentation deck because it could be misconstrued. All materials need to be posted with the final, approved minutes. * Another issue – point MEIC to ICC minutes for updates – it would fall into deliberation if a member of both boards/councils updated others in a MEIC meeting. * Reach out to AG with OML questions. They have Attorney of the Day that answers questions about OML. They also host OML trainings.   Nicole and Colleen are on MEIC Board and Colleen’s role on the MEIC Board is to share what happens at ICC meetings. It challenges the ability to create trust on the ICC. Colleen Need further clarification on Chris wants to foster a trusting environment. DT shared that we don’t have enough time to build trust, relationships, etc. – which creates difficulty in being actionable and effective. JdB ways to adjust to stay within compliance and do the work we need to do. MA ICC is not alone in OML; there is a way to ask a question like this on the co-chair listserv.  ICC Planning and Goal Setting  Performance goal: establish and promote a shared vision for the ICC.  CR: Steering the committee to do this.  CO: Previous year’s task groups still working on what they were? RE Committee wasn’t done creating a proposal to approach the ICC –  DT: Identify the standing sub-committees?  NC: Mini orientation for understanding what the sub-committees are and their charges at each meeting. Creating a welcome package for new members. Short-term goals – what do they mean.  MG: Family Engagement and Racial Engagement – a hybrid to raise up inequities. Pivot work of FE to assist in systemic inequities. Advised EID update standards  JdB: Yes – continuation of RE/Social Equity group; defining mission/vision – needs a new group.  CH: Keep RE, FE, bring back Standards, and group to work on mission/vision; Membership  How Membership will do a gap analysis; developing membership recruitment,  Operational: Fiscal Monitoring Procedures – will need co-chairs established; subcommittee discussion that establishes the co-chairs. ICC co-chairs authorize final selection. Need discussion around  Need names of those on subcommittees and numbers to ensure there is a quorum.  Action Items: Send meeting dates to Eve |
| **General Follow up Items/Next Steps:**  **Next Steering Meeting:** 11:30am – 1pm  **Next ICC Meeting:** November 10, 2022 | |