**ICC Steering Committee Meeting**

**Date: 9/22/22**

**Attendees:** Chris Hunt, Michelle Grewal, Emily White, Johan deBesche, Colleen O’Brien, Dina Tedeschi, Nicole Constantino, Eve Wilder

**Absent**: Cambria Russell, Kris Martone-Levine

| **Agenda Item** | **Discussion Notes** |
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| 1. Call to Order
 | * Michelle called the meeting to order and took attendance
* Land acknowledgement
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| 1. Review Meeting Objectives and Group Norms
 | * The Co-Chairs and Emily reviewed the feedback and themes from the discussion at the August Steering Committee meeting and used these ideas to develop a draft ICC logic model that includes one goal across 3 domains (performance, membership, operations) and outcomes and activities within each of these domains.
* A goal for today’s meeting is to review this logic model, obtain consensus on the goals, and prioritize 1-2 key outcomes per goal.
* The product of this activity is to have a draft logic model that can be shared at the retreat as a tool to help the group identify charges, form subcommittees and set the ICC up for success

Group Norms:* Chris reviewed the group norms brainstormed at the August Steering Committee meeting; the group indicated the norms were still relevant and didn’t have additional comments
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| 1. Identifying 2022-2023 ICC Priority Goals and Activities
 | * Chris introduced the draft ICC logic model and the whiteboard activity; the group will review each goal, individually identify top 1-2 priorities per goal, and then come to a consensus about the priorities
* A question was raised about how on-going activities will be reflected/incorporated into the logic model. The chairs responded that this visioning and goal setting work is important to do first to understand where existing activities fit.

**Performance: “Increase the impact of ICC in strengthening the Massachusetts Part C system, with activities focused on meaningful long-, intermediate- and short-term change”**.* Priorities:
* Michelle: Shared vision; 2 Members ID actions, Retreat survey
* Dina: Shared Vision; Members ID actions; Retreat Survey
* Colleen: Shared Vision; Members ID actions; Retreat Survey
* Nicole: Members ID actions
* Emily: Shared vision; Retreat survey/SMARTIE goals
* Johan: Shared vision; Members ID actions; SMARTIE goals
* Chris Hunt: Shared vision
* Comments:
	+ Clarification: Emily stated that the intention of the outcome specific to ICC vision is to promote understanding of a shared vision across all members
	+ Colleen suggested a language change from “establish” to perhaps “confirm” or “define and express”
	+ Nicole suggested, “ensure all understand and implement the shared vision”

**\*\*Group consensus:** **“Establish a shared vision for the purpose of the ICC”** * By focusing on a shared vision, and from that shared vision, some of the other activities will flow naturally (i.e. inform charges, make charges measurable)

**Membership:** **“ICC membership is diverse and representative of those who are impacted by Early Intervention services and is able to advocate for and support systems level change”.*** Feedback:
	+ Johan: Re-word to start with an action verb (same for operations goal)
* Priorities:
	+ Emily: high level decision-makers, parent members
	+ Colleen: high level decision-makers
	+ Johan: high level decision-makers, increased participation from members
	+ Chris: high level decision-makers
	+ Dina: high level decision-makers, increased participation from members
	+ Michelle: high level decision-makers, parent members
	+ Nicole: high level decision-makers
* Comments:
	+ Membership is dictated by federal regs, though there are a few slots available for other key stakeholders
	+ Important to ensure membership is reflective of all regions of the state (families and programs); need to do the mapping and there likely are gaps the ICC should address – conduct target outreach to fill those gaps
	+ Historically, families who participated lived closer to where the meetings occurred. Many families were unable to participate in person
	+ Important to be intentional about who is sitting at the table to ensure we are achieving our vision; members need to understand their purpose and roles
	+ Several Steering members raised importance of having a hybrid option after March 2023; some ICC members reported not being able attend in person
	+ Several steering members raised the challenge of long meetings (2+hrs) and the option to have shorter more frequent meetings

**\*\* Group consensus:** “**ICC membership is diverse and representative of the population served by the Part C system as well as individuals and organizations that are involved in the coordination of children in the Part C system, including high level decision makers**”. * + Pursue hybrid meetings and shorter, more frequent meetings to allow for progress/momentum – subcommittees separate time from full ICC

**Operations:** “**ICC is a high performing advisory board due to consistent, streamlined operational supports with clear and consistent management”.*** There are opportunities to streamline administrative and logistics side of the ICC that would allow for increase member engagement;
* Goal is organized into three buckets:
	+ - Orientation
		- Accessibility and transparency
		- Administration and operations
* Propose merger of rows under orientation and training bucket as they are inter-related
* Orientation priorities:
	+ Emily – orientation; updated website
	+ Colleen – orientation
	+ Johan – orientation
	+ Chris – orientation
	+ Dina – orientation
	+ Michelle – orientation
	+ Nicole – orientation
	+ **Consensus: “Upon appointment, provide consistent orientation to new members that includes information about council purpose, functions, and structure as well as member roles”.**
* Accessibility & transparency priorities:
	+ Johan – feedback loop, engagement survey, public comment section
	+ Colleen – feedback loop
	+ Nicole- feedback loop
	+ Chris –
	+ Dina -
	+ Emily – feedback loop
	+ Michelle – feedback loop, engagement survey, public comment section
	+ **Consensus: “All ICC general session agendas close feedback loop from previous meetings and include information about status of ICC recommendations**”.
* Administration and operations priorities:
	+ Emily – fiscal template, mechanism for sharing key docs
	+ Colleen –
	+ Nicole -
	+ Johan – practical minutia, mechanism for sharing key docs, fiscal template
	+ Chris– fiscal template, practical minutia
	+ Dina – practical minutia & document to clarify team roles
	+ Michelle – fiscal template, mechanism for sharing key docs, practical minutia
	+ Consensus: “**MA EI has an effective fiscal management system that contributes to improved outcomes for infants and toddlers with disabilities and their families**”.
		- The group also agreed that combination of outcomes related to streamlining ops/logistics is a priority

Action Items:* Co-chairs will work with Emily & Eve to create an updated logic model based on feedback and priorities of Steering Committee and will share with Steering;
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| **4. Retreat Planning** | Retreat planning* Will be held via zoom
* Propose shortening to 11am – 1pm; still requires further discussion
* Goals of retreat/what do we want to accomplish:
	+ Opening – Acknowledge ICC is in a phase of change and evolution and address why this is needed
	+ Present goals and key outcomes from logic model – consensus – what committees do we need to accomplish? Charges? Where do you see gaps?
	+ Take the members through the same process that the SC went through in developing the logic model and identifying priorities
	+ Dina: 2 hours might feel pressurizing and not welcoming to new and returning members with their interest of tasks and involvement
	+ Question: Would part of the two hours be devoted to confirming the mission and vision of ICC or would this be done via the work of a subcommittee?
	+ Recommendation - opening the meeting with recognizing who is a voting member and their role

Action Items:* Michelle and Chris will follow up with Emily and Eve re. retreat planning and then reconnect with steering committee
* Agenda will need to be posted on mass.gov advance
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| **General Follow up Items/Next Steps:**  |