**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 |
| 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 |
| 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; |
| **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 |
| **General Follow up Items/Next Steps:** | |