**ICC Membership Subcommittee Meeting**

**Minutes**

**3.8.2024**

In attendance: Nicole Constantino (v), Colleen O’Brien (v), Dina Tedeschi (v), Kathleen Amaral, Kris Martone-Levine; voting members absent: None. The meeting was held virtually.

Agenda:

1. Review Charge
2. Discussion
3. Adjourn

Quorum met at 10:00 am. Nicole called to order at 10:01 am. Three (3) voting members for quorum. Call to approve February minutes, Nicole motioned, Dina seconded and all approved.

Discussion regarding what should be in the orientation/onboarding materials and that it should be on the mass.gov website.

What is the ICC?

Why is it Federally required?

What are the roles of ICC?

* Voting members –
	+ - Yes, No, Abstain clarification
		- Length of term
* Non-voting members
* Who is on the ICC?
	+ - Providers
		- Family members
		- Community members
		- Other stakeholders
* Presence at meetings
	+ - Communicate to ICC Coordinator if unable to attend
		- Open Meeting Law requirements/Following Roberts Rule of Order
		- Provide input
		- We want to hear from you
		- All ideas are good ideas
		- Use of chat for comments
* ICC meeting schedule
* Expectations

Subcommittees

 Role

 What is entailed

ICC Handbook

* Draft status
* Circulating handbook
* Approval process?

ICC Specific terms (Alphabet Soup) – Glossary of terms

 Charge – what is a charge, and what is the charge for each subcommittee

 EOHHS (HHS)

 DMH

 ICC

 NCSEAM

 ECTA

 BIPOC

PIWI

Clas

DPH

DESE

EEC

DCYF

EI

EHS

EOHHS

SSPI

RFR

**Action – Handbook**

* 2 years needs to be listed in the handbook
* Charge template
* Include Handbook tools
	+ Alphabet Soup
	+ Slide with website links

**Action – Website changes:**

* Add ICC Handbook;
* Correct telephone number – listed as 617-624-5442 is still set to Eve Wilder

**Action – Operations**

* List Dina Tedeschi as an official Membership committee member.
* List of who is on which subcommittee.

Reviewed the orientation slide deck that Pennie created in 2022.

* Remove by-law language
* Correct terms
* Alphabet soup – glossary and acronyms
* Where to find what you’re looking for

Quorum and subcommittee clarifications and processes

* Members are able to vote
* Added or left subcommittee process
* What makes someone who’s on a committee a voting member?
* A written notification (email) to Kathleen and cc-ing co-chairs for changes to subcommittee status
* Process for those not attending regularly

**Action – Orientation**

 Expectation slide (provides equity in process and helps all feel welcome)

* Voting – Yes, No, Abstain (and what they each mean)
* Scripting messaging (motioning, voting, etc.)
* All ideas are good ideas; a safe space
* Use of chat for comment, chat is monitored
* Presence in meeting
* Communication with the ICC coordinator
* We want to hear from you, we want your input.
* Change bylaw language in Handbook and orientation slides
* Change language of membership titles

**Action – Meeting slides**

* Script for all votes with language and reminder to be on camera.
* Motion > Second > Roll call vote (yes, no, abstain)

Having conversations with new members and bringing existing members up to speed.

Re-evaluate when new members are shared with Membership co-chairs, allowing time for onboarding.

What are the next steps? New members need to know this information before they can participate in meetings.

A new staff member in the Governor’s office processing appointments.

Timeline: All pieces must be in place by the June meeting, and all ICC members must participate in this orientation at the ICC Retreat (as an opening to the meeting).

Action – Nicole will send her notes to Kris and begin creating Alphabet Soup.

Motion to adjourn made Nicole, Dina seconded. The meeting adjourned at 11:03am.

Respectfully submitted by Kris Martone-Levine