**ICC Membership Subcommittee Meeting 10.13.2023**

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

Agenda:

1. Introductions
2. Review Charge
3. Meeting Minutes Approval
4. Discussion
5. Adjourn

Quorum met at 10:00am. Nicole called to order at 10:00am. 3 voting members for quorum.

Vacancies on ICC and shifts in confirming list of participants. Eliminating dual roles on council to increase participation of others on the council.

Head Start vacancy – Emily will reach out to request a replacement for Pam Wildnauer.

Recruitment responsibilities:

* State position – EI Division leadership
* Family - EIPLP
* Provider – Membership Committee

Background check impact on membership. Spousal information required which can be awkward based on relationships.

Completed all current charges and waiting for Retreat for new charge.

Is there an understanding of what regional representation means? How representatives connect with others in their region to be able to share back. And how is this expectation being disseminated to the regional representatives. Responsibility to share and spread information back and forth between field/region and ICC.

Roles representing the demographics of community.

Possible addition to Membership Committee – Mallorie Brown

Proposed new charges:

1. Developing and expectation of roles clarifying and documenting the roles (State, Agency/Program, Provider, Parents, Community, etc.) responsibilities. What is feasible for each role? Create a recruitment strategy that represents each stakeholder group in the process. Consider survey for environmental scan.
2. Reimbursement for those who participate in a voting member capacity on the ICC. It becomes a barrier to equitable participation on the ICC. There is a budget for ICC, what it is it and how is being used. Field staff cannot participate because they have billable hour requirements. Time = money. [Incomes are falling in 17 states. Here's where Americans are falling furthest behind. - CBS News](https://www.cbsnews.com/news/income-down-17-states-midwest-northeast-inflation/)

Nicole will be stepping down as co-chair because of EI agency/program requirements. Required management meetings on Thursdays; she would be able to participate in ICC Membership subcommittee member if they stay on Fridays or another day that she’s available.

Retreat notification went in Thursday afternoon email which only goes to EI providers. How did it get out families and community partners? How should word get out? No notification went out to ICC about retreat. How do we get the word out about ICC beyond existing council and MEIC? How do we get it out to community partners? Think of touchpoints to access stakeholders.

The meeting adjourned at 11:00am.

Respectfully submitted by Kris Martone-Levine