**pICC Membership Subcommittee Meeting**

**Minutes**

**9.6.2024**

In attendance: Nicole Constantino (v), Dina Tedeschi (v), Mallorie Brown, Pamela Wolfe, Serra Acar, Kathleen Amaral, Kris Martone-Levine; voting members absent: None. The meeting was held virtually.

Charge: The Membership Committee’s charge is to develop a member recruitment and engagement plan and conduct a membership gap analysis.

Agenda:

1. Review Charge
2. Discussion
3. Adjourn

Quorum met at 10:00 am. Nicole called to order at 10:35 am. Two (2) voting members for quorum. Introductions. Shared logistics of this meeting. Call to approve June minutes, Nicole motioned, Dina seconded and Mallorie approved.

Discussion and update on term “stakeholder.” Looking for DPH approved language.

Purpose of the Orientation and how it will be used reviewed by Nicole.

Review Orientation slides, continued.

* Slide 13
  + Leave as is.
* Slide 14
  + No changes.
* Slide 15
  + Discussed changes: keeping broad terms; add one planning retreat “may be” held in the fall.
  + The following meetings are “planned” <vs. held> each ICC year.
  + Two-year cycle raised for benefit of newcomers to meeting.
  + Redid layout of slides to make clearer.
* Slide 16
  + No changes.

Recommended changes to the website to make meeting information more accessible. Changes are coming to website. Kathleen will continue to raise changes that need to be made. Service Quality charge needs to be updated for a typo – “rack to track.” <The Service Quality Committee’s charge is to track transition metrics and identify opportunities to reduce disparities, monitor federal reporting and disaggregated reporting to improve equity (incl. SSP & APR).>

Making contact information available for subcommittees would be very helpful. Update contact phone numbers and emails.

Pennie Theodorou will be joining an upcoming Family, Equity and Engagement meeting to present.

Serra requested a guest presenter for class at UMass Boston. She had wonderful feedback for MA EI system. Kathleen shared that emailing Emily White would be the appropriate contact person to make this request. Nicole offered to speak to students. Dina reminded us that we’ve talked about engaging young people to build the workforce. Pamela also offered to come and speak from a nurse’s perspective.

Nicole motioned to adjourn 11:25am; Dina seconded the motion. Meeting adjourned at 11:25am.

Respectfully submitted by Kris Martone-Levine