**ICC Steering Committee**

February 17, 2023, 2:00 – 4:00pm

**Attendees:** Chris Hunt, Michelle Grewal, Emily White, Scott Geer, Mallorie Brown, Colleen O’Brien, Nicole Constantino, Zulmira Allcock, Lori Russell, Johan de Beshe, Dina Tedeschi

**Absent:** Cambria Russell

**Other Attendees:** Kris Martone-Levine, Pennie Theodorou

**2:00 – 2:10 Welcome and Call to Order**

Co-chairs welcomed the Committee and established a quorum. They welcomed new members to the Steering Committee including Zulmira Allcock and Lori Russell who will be serving as the Fiscal Subcommittee co-chairs, Mallorie Brown who will be serving as a parent representative, and Scott Geer who will be representing the Lead Agency alongside Emily White.

**2:10- 2:20 Icebreaker**

Each member shared what gift, experience, or unique contributions they bring to the ICC. Responses included problem-solving, collaboration, perspective, systems thinking, lived experience with EI, public administration, creativity, clinical perspective, curiosity, and knowledge of Part C requirements.

**2:20 – 3:00 Update on ICC Bylaws**

The co-chairs explained that when Steering last met in December there was a discussion regarding the ICC bylaws. Steering had asked about the legality of bylaws. The bylaws were then shared with DPH’s legal team who responded by saying that the ICC can’t have bylaws. The group was asked how to best move forward given that the ICC still needs structure and processes, though they can’t be called bylaws.

The group agreed on the need to create an operational handbook to fill this gap. The group agreed to have the DPH Lawyer involved from the start to inform the development of this handbook to avoid future confusion. The group suggested this project move to the membership committee since it will guide how the ICC operates and how members engage. Chris and Dina volunteered to help the membership subcommittee with this project

Next steps:

* Emily White to ask Legal to join a future steering or membership subcommittee meeting to discuss and answer questions related to this project.
* The EI team will put together a draft handbook that includes the Part C ICC requirements, highlighted text that the subcommittee should review, and highlighted content that can be cut. This will ideally be done prior to the March Membership Subcommittee meeting.
* Membership subcommittee will use their next meeting to work on updating the handbook
* Chris and Michelle to encourage ICC general members to join in on this work

**3:00 – 3:15 Strategic Visioning Discussion**

Chris explained that the strategic visioning committee was not functional as a standalone committee but there is still a need to discuss our strategic vision given workforce changes and DPH leadership changes. Committee members echoed the need for a strategic vision to guide the ICC and inform the development of an ICC handbook.

Chris proposed that the ICC bring in a strategic consulting firm to help lead ICC steering in a strategic planning process. Steering would work with the consultants to form the vision for the ICC and share it back with the full ICC for feedback. Funds are available to sponsor this process.

The Committee agreed to bring in an external consultant to guide this process. Emily explained that DPH can utilize an existing vendor to expedite this process given the short timeline. The group agreed that timing is important and was okay moving forward with this vendor as long as the co-chairs met with them and approved.

Next steps:

* Emily will connect co-chairs with the existing vendor to determine if they are an appropriate fit for the job.
* If approved, the vendor could join the next Steering committee to start the process

**3:15-3:30 Subcommittee Report Outs**

* The membership subcommittee did not meet this month. They will reconvene around the new charge next month. Emily asked if membership co-chairs would like DPH to help with recruitment. Co-chairs said yes. Zulmira noted that MEIC could also support participation in subcommittees.
* The fiscal subcommittee will meet with ICC co-chairs to determine the next steps for setting up the subcommittee to get it running smoothly.
* The racial equity committee did not meet last month given personal circumstances and is looking to reschedule.
* The family engagement subcommittee disused recommendations from their subcommittee on how to improve increased representativeness on NCEAM family survey and improve the process to recruit families. The committee is going to create a 1-page NCEAM info sheet to help families and increase awareness and comfort in completing the survey. The info sheet will be shared with community providers outside the EI community to increase touchpoints. Dina asked if the survey is mobile-friendly since many families don’t have a computer. Nicole mentioned that responses dropped off once the survey became electronic and noted that the language is too advanced. Another barrier is that providers ethnically can’t answer questions which leaves parents with unresolved questions. Emily noted that the survey has not been updated in several years so this feedback will be critical once changes are made in the coming year.

Next Step:

* Emily to coordinate with EI Data Manager to see if she can present data to the committee to help orient them to the charge.
* Emily to determine if survey vendors can make a sample survey for the subcommittee prior to finalizing it. This would allow the subcommittee to revise the survey and be proactive in points to address on an info sheet.

**3:30-3:50 Debrief Jan Meeting & March General Meeting Planning**

The group shared that in general, meetings in the afternoons are not good for parents, especially on Fridays, and even more so on a Friday afternoon before a holiday weekend. DPH will take this into account for future meetings.

The group agreed with the general ICC general session agenda that was shared. MassHealth will attend the meeting to present on the redetermination process for all families on MassHealth. We want to make sure families do not become unenrolled in MassHealth during this process.

**4:00 Meeting Close**