ICC Steering Round #4 Minutes

05/01/25

11:30 AM-2:00 PM

**Attendees:** Dina Tedeschi, Colleen O'Brien, Lori Russell, Scott Geer, Nicole Constantino, Mallorie Brown, Edith Benisty, Emily White

**DPH representative:** Kathleen Amaral

**Public participants:** None

The meeting was called to order following roll call to take attendance. Committee chairs reviewed agenda, followed by motion to discuss, and approve minutes from February 6 meeting.

Kathleen led the next discussion about succession planning. She reminded the committee of vacancies, and update on 2 prospective parents and one prospective provider. She also thanked Dina for her service as chair, and that following her two-year term, the ICC is seeking new parent rep for co-chair.

Kathleen shared Microsoft form for membership to complete to nominate a parent rep, or to indicate interest in co-chairing one of the committees. She then shared proposed ICC FY26 dates based on feedback and reminded of the attempt to schedule two years of meetings, but the committee was not in agreement with the initial FY26 proposed dates, and these new dates are reflective of the committee's feedback and additional feedback from the chairs.

* **Round One**

Steering: August 21, 2025, General: October 9, 2025

* **Round Two**

Steering: December 18, 2025, General: January 8, 2026

* **Round Three**

Steering: February 26, 2026, General: March 12, 2026

* **Round Four**

Steering: April 9, 2026, General: May 14, 2026

The goal is to standardize scheduling for both to allow for predictability, and availability of the DPH zoom account. Feedback we received combined with zoom availability and data suggests we schedule shorter meeting times. Eventually (not this year due to our upcoming federal audit) we will plan for third Thursday of the month, and alternate months for each. Kathleen also emphasized the need to ensure quorum for June in-person session. Steering suggested Kathleen ask appointed members if they will attend in person, so we can decide (by May 22) whether to keep or shift to remote.

Edith brought up that April 9 is a high holiday. Mallorie noted that children may still be home August 21. Nicole is unavailable October 9 due to a conference. Emily and Kathleen will do their best to find different dates.

Next the committee began to plan agenda for June General session as follows:

* Welcome
* Roll call/establish quorum -
	+ Call meeting to order
* Vote minutes
* Open items
* CDC Ambassador: Learn the Sign’s, Act Early
* Succession planning updates
* FY26 ICC meeting planning
	+ FY26 Steering, General and Committee dates/times
	+ Importance of attendance/quorum
* Committee updates
* Director’s report
* Public comment
* Adjourn

Committees provided updates about their work, which will be shared at the June general session as well.

Emily provided a director's report about FFY25 budget, focusing on key changes from FFY24 to FFY25.

There was no public comment, and Committee adjourned 1:05 PM