ICC Steering Committee Minutes

11/02/23

Attendees: Emily White, Kathleen Amaral, Thomas Innis, Chris Hunt, Colleen O’Brien, Dina Tedeschi, Leah Yohannes, Johan de Besche, Karen Lopez, Lori Russell, Mallorie Brown, Scott Geer

Welcome, call to order, once quorum was met, at 11:06 am EST.

Meeting began, with a brief introduction of Kathleen Amaral, the new Family and Community Engagement Manager for the EI Division. The opening slide was a reminder for membership of quorum, the open meeting law, and the prompt for appointed members to verbally acknowledge attendance by saying “Present” when your name is called.

Chris provided an overview of the meeting agenda, which was visible on a slide for reference.

Chris then began to describe the next item, an icebreaker activity, and attendees took turns sharing a positive experience or outcome related to early intervention.

Chris then turned the meeting over to Emily who provided an update as to the status of membership vacancies and the appointment process, noting that some prospective members did not want to proceed, calling the vetting protocol, namely the requirement of background check to be incredible invasive of a process. Of course, those members are invited to have a change of opinion about the process, or join as public attendee, rather than move through appointment process.

Chris welcomed Tom and Leah who presented a follow up to the rich information and feedback gathered at the October 19th retreat. Tom and Leah took turns and reviewed their work to organize and bring forth this draft overview of the pillars, identified as service quality and compliance, service integration, fiscal sustainability, and equity.

Lori shared the a-ha moment she had, during Emily's message about working together, to have these large needs met. She noted while it does live within the Division, not ICC, there is space to keep it close to the ICC, as a fast roll out will result in less-than-optimal results.

Tom: Plan is the first step, and Chris interjected, quality review that the ICC could pick up, we retain a piece from the quality front.

Tom: evaluate the ongoing implementation of BDI 3

Emily: Asked if what Chris meant is to put together subject matter expert committee- Chris replied, yes. There is a place for ICC ongoing conversation. The department can come in to show results, and this body can provide some oversight as to the implementation. Such as the previous standards committee. Working together for alignment.

Tom: There is an ongoing roll for ICC. Discussion of planning, and ICC steering. Dina interjected: Is this what EI Division needs to meet the hard task.

Emily: this is something ppl are worried about, despite us not having a timeline, so I hear this is something I can move forward to get on...hearing from all of you, so thank you.

Tom So, yes to service quality, and fiscal. Can we get to the third? There needs to be a committee that owns the FE piece- although discussion to integrate into all committees.

Dina: NCSEAM Impacts on Family Survey - direct connection with this. And asked if we can join forces, and unify, or work separately? Johan continued to express desire to join forces, and working together, as FE and Equity.

Dina: We do have members on the committee, although there is a time commitment issue, so combining is great idea.

Scott reassured there has not been a timeline other than knowing it’s coming. Dina: Emily made mention of it at a previous meeting, and I recall it wasn't pressing. Chris: If we establish as committee, it would be their purview to define that workplan, and timeline.

Tom Equity and Engagement Committee? Chris: Added Family" to the name- Dina agreed, families would identify and appreciate family in there.

Tom followed up with: Family, Equity, and Engagement. (Noting placement of commas to express the meaning all inclusive.)

Tom: Guidelines: Who, When (frequency ie. bi-monthly/quarterly) and posing making sure families are within committees. Mallorie: define what each committee- how family voice can bring to each. Mallorie shared she joined family engagement, because the word “family” was in the name.

Tom: I suggest it goes back to the committees. ICC mts Quarterly. Dina suggests also leaving it to the committee.

Emily mentioned her vision related to the comment about overusing the divisions work capitol, and that she envisions Kathleen would attend FE sub-committee, and each manager would attend, and have authority to speak on the division's behalf.

Tom: individual frequency- bi-monthly quarterly to be most effective. If Emily can map her team to this, and therefore, we still have the question, can we assign who the leads are for each? Colleen brought up the implication s of steering composition.

Dina shared her willingness to shift roles, if Mallorie, Johan and Cambia are interested in leading the Family Engagement sub-committee. She also asked if Racial Equity has co-chair? (no). Mallorie stated she was more interested in helping out where most needed.

Tom: next steps are to discuss how to get the right ppl in the leadership roles for each committee, and they’ll then meet to flesh out their charge, based on division needs, and how to best respond to strategic needs.

As a wrap up, next steps were shared, which included full committee vote on the plan, sub-committees to meet, to define a successful measure, and ICC & Family Engagement to serve on committees.

Chris: Thank you to Tom and Leah. This brings to conclusion your role, for now. Chris noted in appreciation how they have facilitated lots of deep conversation.