**ICC Steering Committee Meeting**

September 14, 2023 11:00-1:50

**Attendees**: Emily White, Tom Innis, Chris Hunt, Lori Russell, Kris Martone- Levine, Dina Tedeschi, Colleen O’Brien, Leah Yohannes, Nicole Constantino, Zulmira Allcock, Mallorie Brown, Liz Cox (minutes), Johann De Besche

**11:06 am Welcome and Call to Order-** roll call done by Nicole Constantino to ensure quorum. Absent from meeting was Scott Greer & Cambria Russell. Quorum was met

**Review Meeting Agenda & Group Norms:** Meeting minutes from 8/22 motion made to approve from Zulmira Allcock, seconded by Dina Tedeschi. Johann DeBesche abstained from voting due to absence at last meeting. Minutes unanimously approved by remaining steering committee members in attendance without amendments. Motion passed. Chris Hunt spoke to the success of the last meeting, and how many voices were present.

**Strategic Planning Session:** Tom Innis spoke of digging into priorities and building a plan, and being able to react to it. In preparation for the Retreat, they have put together everything they have heard and assembled it into V1 of the plan. The goal is to put together a draft that can be brought to the ICC. The draft framework for the strategic plan was presented (see slides).

What is the overarching goal/objective/intent of the next three years of the ICC- statement presented: *The ICC will serve a critical advisory role to the MA Part C to enhance quality, responsiveness, and outcomes.* Feedback from the group on this statement: this is very similar to our mission statement and objective. If this is already our established mission, would we be better served by a more action oriented goal? Looking for clarity on quality, responsiveness and outcomes to ensure it can be measured. Does the outcomes portion include transition and interagency collaborations? Should there be an inclusion of this collaboration in the goal statement? Discussions through the last several sessions was that the ICC needed to be well defined and clear enough in its role and actions so that there could be clarity on what has been achieved by the council, and inform and set the direction moving forward. Questions about the goal being measurable- that will be addressed later in the plan. Folks asked about SMARTIE goals and how they relate to this goal. Suggestion was made to shift the statement to “*enhance quality, responsiveness, and outcomes by serving a critical advisory role to the MA Part C”,* and the committee agreed. It will be refined and revised specifically capturing the interagency aspect, and presented again.

Under the Umbrella of: Family voice and enhancing equity are cross cutting.

What are the pillars (focused effort)

* Service quality
* Service integration
* Fiscal sustainability
* Equity

Actions (what are we doing)

* + - Pillar 1 (Service Quality)-
      * inform and guide policies and recruitment of diverse workforce
      * Review staff supports and training
      * Track transition metrics and ID ways to reduce disparity
      * Monitoring of federal reporting to improve equity (inc SSP & APR)
      * Review general supervision and DMS2.0 (inc reviewing of findings and development of subcommittee to support action planning)

Committee comments: Service Quality pillar does not include family voice or equity. Would like to see this included specifically in the action plan. Recommendation made to add specific action to verify family responsiveness. Committee raised questions about Action One in the list looking for specifics- it would be an opportunity for the ICC to bring forward strategies, ideas, etc (as opposed to the State dictating this). In effect, the ICC would be subject matter experts for each other or share difficulties. Is this the forum for this? How do we define an EI Team and broaden it? Can we inform policies around who is an EI Specialist (explore an exhaustive list) to develop the workforce. Are there any missing elements of service delivery that the ICC should be involved in? Family perception of service quality- is this sufficiently addressed through the NCSEAM survey, or do we need another measure? Rec shift title of Pillar One to Quality Service and Compliance, group agreed.

Pillar 2 (Service Integration)-

* + - Support cross agency collabs
      * Leveraging the impact of ICC Members
      * Identify agency level partnership opportunities
      * Seek opportunities for child find
    - Support cross program collabs
      * ID ways to do this (especially with EIBI providers)
    - ID opportunities to enhance public outreach and awareness
    - Guide opportunities to support children who do not qualify for EI services

Committee Comments: clarification sought for “cross agency” is this across programs or across state agencies? In short, both- state and local agencies. People appreciated cross agency commitments built in, and what that can mean for the ICC body. Will look at adding that as a separate bullet point. Hoping this will engage those members and their skillsets. Really appreciated last point re: referrals to other agencies and supports for families who don’t qualify for services. Would like a focus on the goal of service integration to be to benefit the child and family (as opposed to supporting the Agencies). Would like to have it presented with the “Why?” of all of these pillars and action items. Is this thread included in our goal statement? How are we incorporating family voice and equity in these action steps (it is not explicit in these steps)? How can we include family voices- esp when a child is transitioning out of or not eligible for services? Rec made to include families in the feedback loop. Should we explicitly call out the work around continuity of services for migrant and homeless families- YES. Do we want to be explicit with regards to education agencies- YES.

Pillar 3 (Fiscal Sustainability)

* Review fiscal status and support development
  + Review fiscal reporting
  + Review IDEA appropriations
* Guide Fiscal Subcommittee
  + Providing sounding board to EI Division fiscal team
* Review how EI dollars are reducing structural racism

Committee comments: Committee really liked the inclusion of the last bullet point and how it relates to President Biden’s EO and how it fits within our work- rec add language to add “and support underserved communities”. Questions about how we could measure that within our system. We could disaggregate all of our data, specifically looking at dollars spent, and possible changes within EICS to allow us to measure this data. Are there already systems in place to allow this measurement? Lets look at our exit data, and see how we can impact that. Add an action to build our capacity to address EI dollars reducing structural racism. Recommendation that fiscal committee receive detailed fiscal reports from across the state (specifically by diagnosis and service type).

Pillar 4 (Equity)

* + - * Monitor federal reporting and disaggregating reporting
      * Inform impact of General Supervision activities on enhancing equity and reducing disparities
      * Support implementing of MA Part C GEPA (gen ed provisions act) Sect 472 (how to increase equitable access to and participation in program) plan
      * Guide EIs ability to provide culturally and linguistically appropriate svcs
        + Elevate family voices
        + Review where & when families withdraw and understand driving factors
      * ID initiatives to reduce structural barriers to services

Committee Comments: This where we incorporate breaking down barriers to acceptance within communities. Opportunity to break down more of our data to see what we see. Can we build up the last bullet point that turns it into an action item (like adding propose) and take it a step further- committee agreed. Can we include and call out hiring diverse workforce under fourth bullet point?

Measures (how do we know if we are successful)-

* Process
  + Feedback sessions
  + Policies reviewed
* Outcomes?

Committee Comments: Rec made to break early, and come back to discuss, and use subcommittee report out time. SC chairs shared in the chat if they had updates- the majority did not feel like they needed to report out. Group decided to break til 110 pm. Group reconvened at 110 pm. Looking for more info on this to bring to the greater ICC as a draft and solicit feedback at the Retreat to improve and refine the plan. The goal that the Steering committee can contribute and articulate the thinking behind the plan.

Discussion around this plan development and the duration of it, and how we structure ourselves to work on it (the existing committees)? How can we set solid annual goals to achieve this? Reminder that all of our cochairs will have turned over before this is seen through. The idea is to dive in and start where we can with the understanding that these may not be fleshed out all the way when you begin. We need to have a solid structure in place to support this. The assumption is that this is a three year strategic plan- five years seems too far. We could incorporate a process measure relating to the reporting structure to support some of our action areas.

**Subcommittee Report Out-** membership report out, presented by Colleen O’Brien. Examining ICC member succession planning and a time frame to complete it. Includes creating a template email about continuing ICC membership in January, and if not if there are potential new members. Potential new members invited to March general session and would meet with ICC membership co chairs after meeting to review and collect needed information. In April DPH would send potential new member details, and resignation letter to Commissioner’s Office. Motion made by Emily White to accept new succession plan, seconded by Chris Hunt. Succession plan accepted unanimously by the group. ICC Handbook was presented (sent to members in advance of meeting), replacing the by laws. It takes all of the federal minimum requirements, includes MA open meeting laws, vision, mission and core principals, membership requirements, and ICC structure- applies it in an updated and easier to read format. Seeks to clarify policy and process and guide ICC members. Discussion of multiple terms by cochairs- it can be done, but ECTSA doesn’t rec more than two consecutive terms. Rec that there be a master calendar of when timelines and votes should take place- can be built into membership tracking. Motion made by ­­­Nicole Costantino to accept the handbook as presented, accepted by Johann de Besche. Handbook unanimously accepted in vote by committee members. It will go to DPH for review, and then will be presented to ICC at 10/19 meeting for full vote.

FE Committee did meet 9/6, next meeting 10/4. Looking to see where things go at the retreat if charge changes.

**Retreat Planning** Re: retreat format, what does it look like to solicit feedback on Strategic Plan Draft- what is the role of the members of the group? This strategic plan is still in process, but they’d want to break into teams and have smaller discussion about this and then report out to the larger group. Each team would have steering members as a part of it.

Draft agenda for ICC retreat presented:

* + Call to Order, roll call & welcome
  + Updates on ICC open items
  + EI Directors Report
  + Updates from MA birth to three stakeholders
  + Strategic planning session
  + Subcommittee report out
  + Meeting Close

Rec made to have there be a way to identify voting members (inner circle/outer circle, placard, etc). All attendees must have a name tag per building requirements, so could do different colors for voting members. Discussion of how many non-voting members typically attend, and their perspectives on the strategic plan. Rec made to prioritize voting members voices with timed reminders. Discussed option of having a public comment period at the end of the session, or include time frame in each section for public comment. Rec made to structure activity to include non voting members, but have voting members report out. Will seek support from MEIC to share this information with EI program staff.

Emily White recommended adding the orientation deck at either Retreat that will help set the stage around the membership handbook and appointed members and open meeting laws. Do we want to include 5 minute updates from other state agency partners- members agreed it was appositive way to engage them. Would it make sense to invite the Covid Impact Survey folks to the Nov meeting as opposed to the Retreat based on time requested.

**Motion to adjourn at 2:02 and meeting closed**