**Massachusetts Department of Public Health**


# ICC Steering Committee

May 1, 2025

**Early Intervention Division**

**This meeting will begin shortly**

Please standby as appointed ICC Steering Committee members join, and we

calculate quorum.

Only appointed ICC Steering Committee members will have access to camera and microphone throughout the meeting.

#### Public participation is encouraged.

* Please click the ***raise hand*** feature or use the ***Q&A*** to provide comment(s).
* Please ***display your full name*** so minutes accurately reflect your statements

**Raise hand:** Attendee may be given access to

microphone to ask question and/or comment

**Q&A:** Questions will be answered directly via the Q&A feature

## Welcome & Roll Call

**Roll Call Attendance – Appointed Members**

**Roll Call**: Please unmute so prepare to verbally acknowledge your attendance by saying **“Present”** when your name is called

To comply with the Open Meeting Law, a quorum of appointed members must

be established.

**Quorum**: **A simple majority (51%)** of the members of a public body, unless otherwise provided in a general or special law, executive order, or other authorizing provision. G.L. c. 30A, § 18

## Review Agenda

**Agenda**

* Attendance/Roll Call (complete)
	+ Call meeting to order
* Welcome
* Vote Minutes
* Open Items
* Succession Planning
	+ Call for Nominations for Parent Co-chair
	+ FY26 ICC Meeting Planning
		- FY26 ICC Committee meeting dates/times
		- Importance of Attendance/Quorum
* Vote Minutes - February 6, 2025
	+ June 5, ICC in-person General Session Agenda Setting
	+ Committee Updates
	+ Public Comment *(\*Director’s Update)*
	+ Adjourn

## Vote Minutes February 6, 2025

7

**Vote February 6 Minutes**

|  |
| --- |
| **Cameras:** Camera should be on throughout, but **required** for roll call & voting |
| **Voting Responses**: Please respond either "**Yes", "No", or "Abstain"** |

|  |
| --- |
| **Attendance December 5, 2024** |
| **Edith Benisty** | **Scott Geer** | **Dina Tedeschi** |
| **Mallorie Brown** | **Colleen O’Brien** | **Jheanell West** |
| **Nicole Constantino** | **Lori Russell** | **Emily White** |

## Open Items

9

**Succession Planning**

## Qr code  AI-generated content may be incorrect.Thank you for your service to the ICC Resignations

* 1 Parent Rep
* 1 EI Champion

## Seeking Nomination Parent Co-Chair

**Prospective new members – amid application process**

* 2 Parents have indicated interest
* 1 Provider Rep indicated interest

**FY26 ICC Meeting Planning**

|  |  |  |
| --- | --- | --- |
| **Round #** | **Steering Committee** | **General Session** |
| **Round One** | * August 21, 2025
 | * October 9, 2025
 |
| **Round Two** | * December 18, 2025
 | * January 8, 2026
 |
| **Round Three** | * February 26, 2026
 | * March 12, 2026
 |
| **Round Four** | * April 9, 2026
 | * May 14, 2026
 |

* Shortening FY26 Meeting Times
* FY26 committee meeting schedule
	+ 1-hr/bi-monthly
	+ Dates under review and EI Division to confirm by June 30
* Reminder: Attendance/Quorum (51% appointed members)

**Ensure Quorum on June 5**

* May 8: Email reminder to Appointed Members asking to RSVP

*How do recommend we ask this question?*

* May 20: Confirm RSVPs to Chairs and determine mode of meeting

**June 5, 2025 ICC General Agenda Setting**

* Welcome

*Is there anything else that should be included?*

* Roll Call/Establish Quorum - Call meeting to order
* Vote Minutes
* Open Items
	+ Proposed Speaker - CDC Ambassador: *Learn the Sign’s, Act Early*
	+ Succession Planning Updates
	+ FY26 ICC Meeting Planning
		- FY26 ICC Steering, General Session and Committee dates/times
			* Importance of Attendance/Quorum
* Committee Updates
* Director’s Report
* Public Comment
* Adjourn

## Committee Updates

14

## Membership Committee

15

**Membership Committee**

**Recent Updates:**

* **Reviewing the criteria for participating in a subcommittee**
* **Expectation of frequency of attendance for members**
* **Panelists vs others- for subcommittees**
* **Impacts of zoom meetings for engagement and attendance**

**Charge:** Develop a member recruitment and engagement plan. Conduct a membership gap analysis.

**Chairs:**

* *Nicole Constantino*

**Next Committee Meeting Date:** 5/2/2025

**Membership Update: Parent Representatives**

|  |  |
| --- | --- |
| **Appointed Role** | **Vacancies** |
| Greater Boston | *Vacant* |
| At-Large | *Vacant* |

### Requirements:

|  |  |
| --- | --- |
| **Appointed Role** | **Current Member** |
| Metro West | Sanya Agrawal\* |
| Northeast | Mallorie Brown\* |
| Western | Jennifer Clark |
| Central | Casandra Greeno\* |
| At-Large | Michelle Grewal |
| At-Large | Dina Tedeschi |
| Southeast | Jheanell West\* |

|  |  |  |
| --- | --- | --- |
| **Key** |  |  |
| ° | = | Infant or toddler |
| \* | = | Age 6, or younger |

* 20% must be parents of children under the age of 12 with knowledge of or experience with EI
* At least one parent of an infant or toddler° with a disability ***or*** a child with a disability

aged six years or younger\*.

**Membership Update: Provider Representatives**

|  |  |
| --- | --- |
| **Appointed Role** | **Current Member** |
| At-Large | Lori Russell |
| Western | Colleen O'Brien |
| Central | Sandra Brown |
| Northeast | Chris Hunt |
| Southeast | Colleen Wellman |
| At-Large | Nicole Constantino |

|  |  |
| --- | --- |
| **Appointed Role** | **Vacancies** |
| Metro West | (Vacant) |
| Greater Boston | (Vacant) |

### Requirements:

* + 20% of the entire membership must be public or private providers of early intervention services.

**Membership: State Agencies**

|  |  |
| --- | --- |
| **Appointed Role** | **Current Member** |
| DPH/Part C (involved in the provision of payment for EI services) | Emily White |
| DPH/Part C (involved in the provision of payment for EI services) | Scott Geer |
| DESE (SEA responsible for preschool services) | Theresa Senio |
| MassHealth (Medicaid and CHIP) | Madi Wachman |
| Head Start or Early Head Start | Amy Whitehead-Pleaux |
| EEC (Childcare) | (Vacant; awaiting Cmr Appointee) |
| DDS | (Vacant; awaiting Cmr Appointee) |
| Office of the Coordination of Education of Homeless Children and Youth | Shirley Fan-Chan |
| Division of Insurance (DOI) | Kevin Beagan |
| DTA | (Vacant awaiting Cmr appointee) |
| DCF | Judith Alexandre |
| DMH | Andrea Goncalves-Oliveira |

**Membership: Other EI Champions**

|  |  |
| --- | --- |
| **Appointed Role** | **Current Member** |
| Personnel Preparation | Serra Acar |
| MEIC Representative | Edith Benisty |
| EI Champion | Asha Abdullahi |
| EI Champion | Corinna Rae |
| EI Champion | Melissa Adams |
| Federally Recognized Tribal Council | (Vacant) |

## Service Quality

21

**Service Quality Committee**

**Recent Updates:**

* Meeting canceled 1/28/2025 due to technical difficulties
* Molly Gilbride planning to present indicator 8 data for FFY23, disaggregated by race and ethnicity

**Charge**: Track transition metrics and identify opportunities to reduce disparities, monitor federal reporting and disaggregated reporting to improve equity (incl. SPP & APR).

**Next Committee Meeting Date:**

**Tuesday: 05/20/2025**

**Chair:**

* *Mallorie Brown*
* *Colleen O’Brien*

## Fiscal

23

**Fiscal Committee**

**Charge:** Recommend fiscal monitoring procedures to support effective audits conducted by the Early Intervention Division.

**Next Committee Meeting Date:** June 12, 2025

2:00 PM

**Chairs:**

* *Jheanell West*
* *Lori Russell*

**Recent Updates:**

* Part C Application Review
* DMS 2.0 onsite visit begins November 17, 2025.
* Draft for the Updated Reimbursement Manual is still under State review
* Impact of cost to Massachusetts due to insurers not paying full rate is still under review

## Family, Equity, and Engagement Committee

25

**Family, Equity, and Engagement Committee**

**Charge:** The Family, Equity, and Engagement Subcommittee will work to support approaches for gathering family input about the services their family receives from Early Intervention.

**Chair:**

* *Dina Tedeschi*
* *Seeking Provider Co-Chair*

##### Recent Updates:

**Next Committee Meeting Dates:**

* Wednesday, June 4, 10am-12pm, virtual

* FEE proposes updating name to "Family and Community Engagement" to better recognize the broad spectrum of caregivers in a child’s EI experience and community, and adjusting charge accordingly.
* Plan to move meetings to 2nd Wednesday monthly to expand participation for FY26.
* Continued focus on:
	+ anticipated change from sampling to census approach with visibility and familiarity for

parents & caregivers, and best practices for providers.

* + researching states who moved from sampling to census and successes/techniques.
	+ how to genuinely encourage survey completion with current sample approach.
	+ providing feedback, as requested, to DPH’s Family & Community Engagement Unit.

**Family, Equity, and Engagement Committee**

**Charge:** The Family, Equity, and Engagement Subcommittee will work to support approaches for gathering family input about the services their family receives from Early Intervention.

**Chair:**

* *Dina Tedeschi*
* *Seeking Provider Co-Chair*

##### Recent Updates:

**Next Meeting Dates:**

1st Wednesdays, 10am-12pm virtual

* May 7
* June 4

* FEE proposes updating name to "Family and Community Engagement" to better recognize the broad spectrum of caregivers in a child’s EI experience and community, and adjusting charge accordingly.
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## Director’s Update

28

$1,990,406.34

Direct Services

$82,000.00

Other State Agencies Activity

#### Total Budget

Key Changes from FFY24 to FFY25:

* Increased Personnel Costs due to State-mandated Increases
	+ Reduction in EICS Spending
	+ Reduction in Direct Services

$4,070,291.74

Personnel

$3,126,111.92

**FFY25 Budget**

Lead Agency Activities

$100,000.00

At-Risk Identification

**FFY25 Budget, Section A: $4,070,291.74**

Total Budget

Personnel

$955,423.36

###### RA

$428,812.43

FCE

#### Personnel Budget

$372,310.12

Admin

$425,283.01

Operations

$754,032.03

Finance

$1,134,430.79

###### PEO

Key Changes from FFY24 to FFY25:

* Increased Personnel Costs due to state-mandated

increases

* + Reduced the number of 100% funded positions; increased the number of

<100% positions

FFY24

|  |  |  |  |
| --- | --- | --- | --- |
| **Positions Funded** | **Number of****Positions** | **% of Time Spent****on Part C** | **Salaries & Fringe****Benefits** |
| **Total 100% funded with****Part C** | ***24*** | ***100%*** | ***$3,409,988*** |
| ***Total Funded <100% Part******C Funds*** | ***5*** | ***<100%*** | ***$352,697*** |
| ***Subtotal of amount under******A:*** |  |  | ***$3,762,685*** |

**FFY25 Budget, Section A: $4,070,291.74**

Total Budget

Personnel

$955,423.36

###### RA

$428,812.43

FCE

#### Personnel Budget

$372,310.12

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###### PEO

Administration Positions: Program Manager VIII (2) Administrator IX Program Coordinator II

FFY24

|  |  |  |  |
| --- | --- | --- | --- |
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###### PEO

Finance Positions: Management Analyst III (4) Fiscal Officer V

Program Manager VIII Fiscal Officer VII

FFY24

|  |  |  |  |
| --- | --- | --- | --- |
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###### PEO

PEO Positions: Program Manager VI Program Coordinator III Program Coordinator II (6)

FFY24

|  |  |  |  |
| --- | --- | --- | --- |
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###### PEO

Ops Positions: Program Manager V Program Coordinator II

Management Analyst III (2) Communication Specialist

FFY24

|  |  |  |  |
| --- | --- | --- | --- |
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Admin

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Operations

$754,032.03

Finance

$1,134,430.79

###### PEO

FCE Positions: Program Manager V Program Coordinator II Program Coordinator I

FFY24

|  |  |  |  |
| --- | --- | --- | --- |
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$372,310.12

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$425,283.01

Operations

$754,032.03

Finance

$1,134,430.79

###### PEO

Research & Analysis Positions: Data Manager

EDP Systems Analysts (4) Data Analyst II

FFY24

|  |  |  |  |
| --- | --- | --- | --- |
| **Positions Funded** | **Number of****Positions** | **% of Time Spent****on Part C** | **Salaries & Fringe****Benefits** |
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**Public Comment**


### Public participation is encouraged.

* Please click the ***raise hand*** feature or use the ***Q&A*** to provide comment(s).
* Please ***display your full name*** so minutes accurately reflect your statements

**Raise hand:** Attendee will be given access to microphone to ask question and/or comment

**Q&A:** Questions will be answered directly via the Q&A feature

**Adjourn**

**Next Meeting**

**Thursday, June 5, 2025, 11:30-2:00PM**

**ICC General Session Round #4**

67 Forest Street, Marlborough, MA 01752

***All attendees must bring photo ID***

**Massachusetts Department of Public Health**


# ICC Steering Committee

February 6, 2025

**Early Intervention Division**

**Alternate FY26 Meeting Options**

|  |  |  |
| --- | --- | --- |
|  | **Steering Committee** | **General Session** |
| **Round One** | * October 30, 2025
 | * December 4, 2025
 |
| **Round Two** | * February 5, 2026
 | * February 26, 2026
 |
| **Round Three** | * March 12, 2026
 | * April 2 or 9, 2026
 |
| **Round Four** | * May 14, 2026
 | * June 4, 2026
 |