

MINUTES

September 23, 2004

Westminster, Massachusetts

Members Present: Zulmira Allcock, Donna Marie Bolden, Hope Colen, Darleen Corbett, Peg Freedman, Valerie Gibbemeyer, Julie Leahy, Karin Lifter, Margaret Mahoney, David Micka, Sarah Miranda, Nancy Phillips, Barbara Prindle-Eaton, Ronna Schaffer, Amy Young.

Non-voting committee chairs in attendance: Michelle Fagnano, Tom Miller, Alden Wood.

I. Welcome and Announcements: Chairperson Barbara Prindle-Eaton welcomed ICC members to this ICC Meeting segment of the two-day ICC Annual Retreat being held at the Wachusett Mountain Inn and Conference Center in Westminster, Massachusetts. Barbara welcomed Julie Leahy, newly appointed Parent-at-Large, and announced that Robin Adair and Linda Sagor will share the Physician member position on the ICC.

The Minutes of the ICC meeting held June 3, 2004 were approved as written.

II. Director's Report – Ron Benham: Ron expressed appreciation for all the support he has received on his recent promotion to Director of a new Division in the Bureau of Family and Community Health. While the title of the new division was unknown at the time of this ICC meeting, it has since been named the Division for Perinatal, Early Childhood and Special Health Needs. Ron commented that it is an honor to be in a leadership position in Early Intervention. "We have had a consistent, collective goal toward which to take the EI system in Massachusetts. I hope to continue deserving your trust."

III. Draft of Three-Year Strategic Plan for the ICC – Barbara Prindle-Eaton: A packet containing an Introduction to the Strategic Plan and goals/implementation pages for each ICC committee was distributed. Barbara encouraged every member to be involved in at least one committee, to identify a place where you have a passion or special expertise or would like to participate in networking opportunities. The Strategic Plan is a roadmap or blueprint for the next three years. It allows for ongoing assessment of goals and activities while enabling committees to engage in both short- and long-term activities. It can be updated periodically as needed. Barbara thanked everyone who has had a role in the year-long process of developing this plan.

Committee chairs then used the Strategic Plan as a basis for updating ICC members on recent accomplishments and plans for the coming year. These are a few highlights: **Personnel Preparation** – Instructors in higher education settings will be targeted for distribution of the recently-completed personnel recruitment brochure. A meeting will be held with the higher education advisory group, and there will be an effort to engage state higher education systems more actively in preparation of early intervention personnel. Information will be gathered from programs about how they systematically approach certification for newer staff, e.g. year one tasks, year two tasks, etc.

Program Planning – Claire Brady, from Early Learning Services at the Department of Education, has rejoined the committee and DOE has taken over distribution of parent manuals. **Standards Committee** – **Alden Wood:** The committee has a huge tasks ahead, taking into account the bigger picture of standards as they relate to billing and data systems.

Committee membership: An updated list of Committee Chairs with DPH staff assignments and complete contact information was distributed. Every committee chair encouraged ICC members to join their efforts as well as to encourage parents and program staff to join specific committees. Parents can receive a \$15 per hour stipend for committee attendance, including their travel time. Please contact Darla Gundler or a committee chairperson if you are interested.

IV. By-law discussion: When ICC By-law changes are necessary, they are initially discussed at Steering Committee and then presented to the full ICC. Steering Committee is currently considering changing the name of the Low Incidence Committee to Specialty Services/Low Incidence Committee; and instituting a co-chairperson structure similar to what most other states already have. ICC members are requested to review the By-laws and suggest other changes; a draft will then be reviewed at the November ICC meeting, and a vote will take place in January or in March. Suggested changes can be brought to Steering Committee or emailed to Barbara Prindle-Eaton, Darla Gundler or Hope Colen.

V. Adjournment: The ICC meeting adjourned at 2:15 p.m.