



## Idaho Infant Toddler Coordinating Council Executive Committee Meeting Minutes

Date: December 18, 10:00 AM MST

Location: 450 W. State Street 5<sup>th</sup> Floor  
 Conference Room 5 Child Welfare  
 1-877-820-7831 297686#

Present: Angela Lindig, Teresa Kross, Ellen Neff, Omair Shamim  
 Excused: David Allen, Christy Cronheim, Carrie Hull  
 Staff: Sue Harpold, Program Policy Specialist and Margaret Odedo, recorder

Task/Topic	Discussion	Action Item (defined by the need to vote)
Welcome and Roll Call of Committee Members	Angela Lindig called the meeting to order and welcomed all members.	
Approval of Minutes	Ellen Neff moved to approve the Executive meeting minutes of 11/26/18. Seconded by Teresa Kross. Being no objection, motion passed.	Minutes approved.
Old Business	<ul style="list-style-type: none"> <li>• Pediatric and Judicial Recruitment letters: Sue Harpold stated that Sherri Iverson has accepted the invitation to serve on the ITCC Council. Judge Murray's invitation letter has been sent to him, but we have not heard back yet. Angela will contact Carrie to determine a time frame to receive response from Judge Murray. If Judge Murray declines our invitation, then Teresa Kross will provide a name.</li> <li>• Bylaw Revisions: Per the request of the full Council Sue has made the following revisions:</li> <li>• Article IV, section 7: Members must attend at least 50% of the Council Meetings in person.</li> <li>• Article IV, Section 8: The terms of appointment for a Council position required by Subpart G of Part C shall be 5 years and other terms shall be 3 years.</li> </ul>	



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	<ul style="list-style-type: none"><li>• <u>Public Awareness Task Force</u>: Angela informed the committee that at the last meeting they identified four target audiences that will be presented in February to the full Council. Individuals from the TF have been assigned to each audience and will talk about key messages in small groups, then share back to the entire Council. Sue, Angela, and Carrie will look at how much time will be needed for this exercise for the February meeting. The February agenda will be finalized after the January 15<sup>th</sup> Executive Committee meeting</li><li>• <u>Transition Committee Update</u>: Omair explained that the committee met early this month and feels that more work needs to be completed. Most of the discussion was held on completing a survey regarding what challenges are faced, the bright spots, and how that would be accomplished, he said. Omair then stated that he felt a little confused after the last meeting and wanted thoughts on what the role of the transition committee is. Sue reflected on how subcommittees were put together under EC3. At that time there were committee descriptions that the EC3 Executive committee developed; and that each had a statement of what subcommittees should do. Ellen also recalled this process. Additionally, Sue thought the Executive Committee had set the agenda and the directions for the subcommittees. Omair felt that he would need to discuss this approach with a core group and then see how they would like to proceed.</li><li>• <u>Strategic Plan Review</u>: Sue began by explaining that the Parent Involvement Goal and Professional Development Goal had not been revised. She reported that at the last Executive Committee meeting a recommendation was made to revise the Data Use goal to create a yearly process. She asked if the policies and procedures could include the data procedure; this would provide new members with information on the type of data collected and how it is collected.</li></ul>	
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	<ul style="list-style-type: none"><li>• Suggested revisions of the Data Use Goal:<ul style="list-style-type: none"><li>• one time a year the Council would look at Part C indicators, enrollment, and demographics.</li><li>• In May the Council would look at family survey data</li><li>• Other times of the year the Council would look at data that is specific to the program need that the ITP program had identified.</li><li>• Sue volunteered to take the Policy and Procedure manual and integrate this information into it. Angela felt that the information could be inserted into the Strategic Planning goal. Sue felt that the addition will need be reviewed in January by the Executive Committee for review prior to the February Council meeting. Sue had no other updates for goal two.</li><li>• Goal 3 has a deadline for December, but we do not have a replacement for Jen Haddad. Sue will meet with Christy to identify who the new Council member might be.</li></ul></li></ul>	
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<p>May Strategic Planning</p>	<ul style="list-style-type: none"> <li>• Facilitator: Sue advised the committee that she will be meeting with Christy regarding the use of a facilitator at the February meeting and will report back to the Committee in January.</li> <li>• Discussion regarding the education component: one possibility that the Executive Committee suggested was an overview of the strategic planning process. Other potential topics included:</li> <li>• An update on behavioral concerns for children- Angela related that this reported as a huge need by parents across the state</li> <li>• Child welfare has been going through so many changes, so it might be an opportune time to get a status update.</li> <li>• Information on Optum's new infant mental health</li> <li>• Discussion regarding the format for strategic planning: Sue asked if we want to do a gap analysis followed by planning for year 1, 2, and 3. Sue provided additional information regarding a possible process outlined in 'strategic planning a ten-step guide'. This document will be sent to the Committee for review.</li> <li>• Infant Toddler Program needs: discussion tabled for next meeting.</li> <li>• RECC involvement and plans for June meeting: discussion tabled for next meeting.</li> </ul>	
<p>Closing and date of next call</p>	<p>The meeting adjourned at 11:08 a.m. Next meeting is scheduled for January 15, 2019.</p>	