



Idaho Infant Toddler Coordinating Council Executive Committee Meeting Minutes

Date: February 19, 2019 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: Carrie Hull, David Allen, Angela Lindig, Teresa Kross, Omair Shamim

Excused: Christy Cronheim, Ellen Neff

Staff: Sue Harpold, Program Policy Specialist and Margaret Odedo, recorder

| Task/Topic                                 | Discussion   | Action Item<br>(defined by the<br>need to vote) |
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| Welcome and Roll Call of Committee Members | Carrie Hull called the meeting to order and welcomed all members.  |   |
| Approval of Minutes                        | Angela Linig moved to approve the Executive Committee minutes of 1/15/19. Teresa Kross seconded. Being no objections motion passed. Omair Shamim moved to approve the Infant Toddler Coordinating Council meeting minutes of 02/01/2019. Seconded by Angela Lindig. Being no objections motion passed.   | Action Item                                     |
| Review of February ITCC Meeting            | <p>Carrie Hull began dialog by noting that our new members need to be assigned to Committees. After further analysis it was concluded that the new members could serve best on the following Committees:</p> <ul style="list-style-type: none"> <li>• Judge Murray - Federal Accountability</li> <li>• Sherry Iverson - Public Awareness</li> <li>• Renee Charron - Federal Accountability</li> <li>• Hillary Haro -Transition Committee</li> </ul> <p>Carrie to send out a letter inviting new members to sit on Committees. Chairs will be</p> |   |



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|                                  | <p>informed once they have accepted. She then asked that each Chair contact the member to let them know what your Committee does and when your next meeting is scheduled.</p> <p><u>Evaluation of 2018 Strategic plan</u><br/> A robust conversation regarding how we evaluate each goal within the strategic plan was held. Omair provided clarification on two types of evaluation. Process evaluation indicates that the process is completed and takes place while you are in a project. An outcome evaluation indicates completion of a goal and what data was used. Additional conversation included the following:</p> <ul style="list-style-type: none"> <li>• Need for observable, measurable, and expected outcomes.</li> <li>• Use of baseline data.</li> <li>• What data to use that best supports ITP.</li> <li>• What the 3-year plan will look like.</li> <li>• Chad Cardwell will facilitate the Strategic planning day and will participate in the Executive Committee March meeting.</li> <li>• Sue to provide an article or resource on setting a measurable goal to all members prior to the May meeting.</li> <li>• Sue to compile a ITCC yearly activity summary report and provide to the Executive Committee before the next meeting.</li> </ul> |  |
| <p>Standing Committee Update</p> | <p><u>Transition Committee meeting</u><br/> Omair reviewed that the Committee met on February 8<sup>th</sup>. Shannon Dunstan shared preliminary results of an interesting survey regarding transition that was recently completed by school districts and Head Start programs. Omair felt that she could share the survey with the entire ITCC Committee in May. After further discussion it was agreed that we could schedule her for the second day of the May meeting. Additionally, Omair and Shannon will be holding a Webinar today and a second Webinar in two days.</p>   |  |



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| <p>Strategic Planning May 2019</p>   | <p>The following topics were discussed regarding the May ITCC Strategic Planning meeting:</p> <ul style="list-style-type: none"> <li>• Education Topic - Near at Home © presented by Carol Young or trauma in general. Either would be a two-hour session. Carrie Hull felt that the Near at Home could incorporate ACES and our SSIP. Presentation to take place on the second day of the meeting.</li> <li>• Agenda – needs to be posted by 4/25/19 to meet the open meeting law.</li> <li>• Review of plans - Meeting date with Chad Cardwell has been scheduled for April 15, 2019 from 10:00-11:30 to discuss facilitation of the strategic planning day.</li> <li>• Meeting Location – is tentatively scheduled for DHW conference room 7A. Margaret and Sue to investigate using the House Majority Caucus room.</li> <li>• RECC Chairs - Chairs may attend via Webinar or Zoom. This will also provide an opportunity for the Chairs to participate in the strategic plan.</li> <li>• Standing Committee Reports - Carrie Hull stated that she has a form that each subcommittee will use. She would like for them to speak for 10 minutes regarding the history of the committee, three important accomplishments, what the focus is, and who the members are. Carrie will provide the form to all committee chairs.</li> </ul> |  |
| <p>May meeting agenda</p>            | <p>Currently the agenda includes family survey data. Sue Harpold felt that we may have preliminary information, that could take 45 minutes to present. David Allen asked if the data is related to the strategic plan we may want to embed it there. The family survey data presentation date and time will be scheduled at the March Executive Committee meeting.</p>   |  |
| <p>Closing and date of Next call</p> | <p>The meeting adjourned at 11:14 a.m. Next meeting scheduled for March 19, 2019 from 10:00-11:30 a.m. MST.</p>  |  |