



Idaho Infant Toddler Coordinating Council Executive Committee Meeting Minutes

Date: November 26, 10:00 AM MST

Location: 450 W. State Street 5th Floor
Conference Room ITP
1-877-820-7831 297686#

Present: Carrie Hull, Angela Lindig, Teresa Kross, Ellen Neff, David Allen, Christy Cronheim

Excused: Omair Shamim

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	Carrie Hull called the meeting to order and welcomed all members.	
Approval of Minutes	Angela Lindig moved to approve the Executive Meeting minutes of 10/16/18. Seconded by Christy Cronheim. Being no objection, motion passed. Teresa Kross moved to approve the Infant Toddler Coordinating Council Meeting minutes from 11/2/18. Seconded by Christy Cronheim. Being no objection, motion passed.	All minutes approved.



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Old Business	<p><u>Pediatric recruitment letter:</u></p> <p>Carrie Hull stated that she has received, signed and sent out the pediatric recruitment letter. After further discussion it was agreed that Carrie will provide Margaret with an address for Judge Murry for possible recruitment due to Judge Murry's background in Family Court and decisions regarding children.</p> <p><u>Bylaw Revisions:</u></p> <p>Revisions were passed and Sue will integrate into a new document for committee review. The approved bylaw will be printed and distributed during the strategic planning in May.</p>	
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Public Awareness Task Force:

The TF has not had the opportunity to meet, however they are identifying a date that will work for everyone.

Strategic Plan review and update:

Carrie began the discussion by asking if the plan should be 1 or 3 years. Sue suggested that as we complete items, perhaps they can roll off.

The plan was discussed:

- **Parent Involvement:**
Goal 1: Reword to identify a minimum of 2 and preferred 4 new parents and make this an on-going item as needed. Parent recruitment post cards will be printed this week and will be given to HUB leaders in December along with a child care receipt, and process for reimbursement. Carrie asked if we have included follow up in the process. Sue reported that the guidance specifies that either the primary service provider or Service Coordinator will do the follow-up.
- **Professional Development:**
Goals 1 and 2 have been completed. Carrie asked about rewording goal 2, which is to support ITP in providing training to staff and contractors. Christy clarified that this goal is in relation to the EPSDT roll out and the training that occurred. Christy anticipates that there will be additional training in the future. ITP is currently developing an on-line training on social-emotional development and suggested that the Council contribute a parent perspective to that.



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	<ul style="list-style-type: none">• Data Use: Goal 1: Carrie suggested that this goal be clarified and expanded, and discussion followed. Sue asked Christy if there will be family survey data to share in May. Christy stated that is a possibility. Sue will work on the re-wording for Goal 1.• Education and Outreach: Goal 3: (branding) needs development; this could be a lengthy process. This goal could possibly be broken into a three-year plan, with yearly benchmarks. Goal 4: (increase visibility of Council) will remain on this year's plan. The discussion ended with thoughts on how to tighten up the plan, close out this year's objectives, and use the Plan as a spring-board for the new strategic plan. Carrie will work with Emily to create mentoring definition language to be added to the policies and procedures. Carrie will present at the December Executive Committee meeting.	
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New Business	<p>Carrie asked the committee about providing education on strategic planning in preparation for the May 2019 Strategic Planning. She suggested that other areas for this committee to discuss are the RECC focus for next year as well as ITP goals and needs. Discussion regarding ITCC ideas and focus areas for the coming year:</p> <ul style="list-style-type: none"> ○ Suggestion to stay focused on the effectiveness of RECC, perhaps invite RECC Chairs to the ITCC February meeting. ○ Continue community outreach, use our projects to collect data. ○ Use a uniform Standing Committee Report to provide progress yearly – Carrie will develop. ○ Teresa felt the RECCs could report on which RECC activities have had the most impact. ○ Additionally, it was decided that Sue will look for a strategic planning facilitator and share more information with this committee at the December meeting. 	
Closing and date of next call	The meeting adjourned at 10:10 a.m. Next meeting scheduled for December 18, 2018.	