



## MINUTES

### Infant Toddler Coordinating Council (ITCC) EXECUTIVE COMMITTEE Meeting

Date: July 23, 2018, 3:30 PM MST

Location: 1-877-820-7831 297686#

Task/Topic	Discussion	Action Item (defined by the need to vote)
Welcome and Roll Call of Committee Members	<p>Attendees:            Carrie Hull, Chair and ITCC Chair            Angela Lindig, ITCC Vice- Chair            Teresa Kross, RECC State Chair            Christy Cronheim, Part C Coordinator            Omair Shamim, Transition Committee Chair            David Allen, Federal Compliance Chair            Cathie Johnson, Member at Large            Ellen Neff, Member at Large (excused)            Margaret Odedo (recorder)</p> <p>Note: meeting is being recorded and minutes will be transcribed and distributed.</p>	
Monthly meeting dates	<p>Future meeting dates were discussed to set a regular meeting date and time. After further discussion Omair Shamim moved that the 3<sup>rd</sup> Tuesday of the month at 10:00 a.m. be set for future meetings. Angela Lindig seconded, being no objection, motion carried.</p>	<p>Standing date: 3<sup>rd</sup> Tuesday of each month at 10:00 a.m.</p>
Bylaw revisions	<p>Carrie Hull reviewed that bylaw revisions need to be sent out to the members fifteen days prior to the meeting. She will have them by 8/21/18 for the committee's review.</p>	

Executive Committee approval of minutes	Carrie Hull discussed the need for timely approval of minutes if there is no quorum. She said that Angela Lindig had reviewed Robert Rules of order. Carrie also indicated that the bylaws indicate that the Executive Committee can approve minutes to carry out all business. She then asked the committee to review and approve the May 2018 ITCC minutes as well as any other minutes that need approval during the 8/21/18 Executive Committee meeting. Being no objection May 2018 minutes will be approved.	
Open Meeting Law	Sue Harpold explained that due to HB611 and HB606 the Open Meeting Law has changed regarding posting of open meeting notice and agendas. The new revision indicates that if an agency has an electronic presence, the open meeting notice and agenda must be posted there as well as in the building in which the meeting is held Due to ITCC, ITCC Standing Committees and RECC committees making recommendations to the council they will need to comply with the law. The public notice must be posted five days prior to the meeting and the agenda must be posted 48 hours prior to the meeting, with all action items identified. If items are to be added to the agenda, they will need to be added to the next agenda. Christy Cronheim suggested that a generic agenda could be used. Angela Lindig agreed to a general format that would include other business. It was then suggested that subcommittees finalize agendas for the next meeting at the end of each meeting.	
Follow-up from May meeting	Sue Harpold presented a draft Strategic Plan form and asked for feedback. Carrie Hull stated that she really likes the form and felt that it could be used for other items as well. Christy felt that it should be reviewed at every meeting. Angela felt that the whole council should go through the items together to see what best fits and to keep the council on task. This will be a standing agenda item.	

New Member Orientation	Christy, Sue, and Emily Peterson have met and have a draft. Sue will have it ready for review before the August meeting.	
RECC Summer Meeting Update	Sue Harpold reported that we had all regions represented and Chairs and Liaisons learned more about the RECC focus areas identified by the ITCC. Each brought displays to share. Roger Sherman presented on Strengthening Families and ITCC member Suzanne Peck presented on homelessness on Idaho. Both presentations were very well received and RECC members liked the education component added to meeting. Evaluations received after the meeting rated good or excellent. Suggested areas of improvement indicated that more explanation on the outcomes would be helpful along with asking RECC members what they want to get out of the 2-day meeting. Carrie felt using the new strategic plan draft would also help. Sue Harpold will follow up on these suggestions during RECC conference calls.	
Planning for September Meeting	Carrie Hull indicated that we have a room in the Capitol reserved for our September meeting. Sue will confirm that the public information officer will be present.  Carrie reported that she and Christy Cronheim will be attending the Improving Data, Improving Childhood Outcomes Conference August 14-16 and will report back to the Executive Committee.	
Adjournment	Being no other business, the committee adjourned at 4:40 p.m.	