



MINUTES

Infant Toddler Coordinating Council (ITCC) EXECUTIVE COMMITTEE Meeting

Date: August 21, 2018, 10:00 AM MST

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

Task/Topic	Discussion	Action Item (defined by the need to vote)
<p>Welcome and Roll Call of Committee Members</p>	<p>Attendees: Carrie Hull, Chair Vice- Chair, Angela Lindig, Vice Chair Infant Toddler Coordinating Council Teresa Kross, Regional Early Childhood Committee State Chair Christy Cronheim, Part C Coordinator Ellen Neff, Member at Large Omair Shamim, Transition Committee Chair (excused) David Allen, Federal Accountability Chair (excused) Cathie Johnson, Member at Large (excused) Margaret Odedo (recorder)</p> <p>Note: meeting is being recorded and minutes will be transcribed and distributed.</p>	
<p>Action Items</p>	<p>Teresa Kross moved that the Executive Committee minutes of 5/23/18 be accepted as written. Seconded by Christy Cronheim. Being no objection, motion passed. Christy Cronheim moved that the May 3 and 4, 2018 Infant Toddler Coordinating Council meeting minutes be accepted as written. Second by Ellen Neff. Being no objection, motion passed.</p>	

<p>Standing Committee Reports</p>	<ul style="list-style-type: none"> • Transition Committee: Christy Cronheim reported on behalf of Omair Shaman that due to the new Open Meeting Law requirements, standing committees will need to have a regularly reoccurring date and time to meet. Omair has sent out an email regarding a date and time. This will be decided by the group and put on the calendar for every other month. Margaret will send out an invite to the committee members for the September meeting. • Policy and Procedures: Carrie Hull reported that she will send out updates that have been reviewed and edited. She further explained that two areas are ready for review. The first has to do with removal from office and election of officers. The second item is to clarify the election process for the Chair and Vice-Chair if no nominations are made, and to add Regional Early Childhood Committee State Chair to the Executive Committee. One other area that Carrie would like to add clarification of “in person” attendance at meetings. The bylaw addition would specify that at least 2 meetings per year must be attended in person rather than via telephone or WebEx. Additionally, the Bylaws may need to be changed to reflect the new open meeting law. • Federal Accountability: No report given. 	
<ul style="list-style-type: none"> • Unfinished Business 	<ul style="list-style-type: none"> • Review of By Laws: Carrie will send out changes to all members today for review. • Public Information Officer update: Carrie informed the committee that the Public Information Officer is unable to attend the 9/7/18 meeting. We will gather information and share at the September meeting. 	

<p>New Business</p>	<ul style="list-style-type: none"> • Open Meeting Law Updates: Christy provided updates on the new Open Meeting Law. She explained that we are going to receive additional guidance from our Deputy Attorney General. At this time meeting information is posted on our website and the department’s Facebook page. Both the Infant Toddler Coordinating Council and Regional Early Childhood Committee tabs on the website have been updated to allow posting of public meeting notice, agenda, and minutes. We have created agenda templates for the Regional Early Coordinating Committees and our Executive Committee. Margaret is tracking when postings are due and completed. • New member update: Carrie stated that we have added time on the Infant Toddler Coordinating Council agenda for our new member to talk about her early intervention experience. • Infant Toddler Coordinating Council Marketing materials: Christy reviewed that we have a Regional Early Coordinating Committee brochure and want to develop an Infant Toddler Coordinating Council brochure. One thing that we want to think about is when to roll it out and what do we want to use it for. Sue Harpold is in the process of ordering the Infant Toddler Coordinating Council banner for the September 7th meeting, to be held in the Capitol. Carrie felt that the Infant Toddler Coordinating Council has a need for more visibility, and that perhaps we need a slogan. California’s slogan is “improving children’s outcomes since 1954”. They developed info-commercials on You-Tube, e.g. on dry drowning, followed by Coordinating Council information. Carrie suggested that we have a spotlight on our own providers such as our Hub leaders. Teresa suggested that we don’t always say early intervention but talk about more collaboration as a marketing tool. Christy also felt that we can maximize our audience with physicians and judiciary. Ellen felt that we could coordinate with the Idaho Association for the Education of Young Children. Carrie also 	
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	<p>indicated that health clubs are beginning to be used in other states to get information out. Carrie will provide a list of suggestions to the Executive Committee for review and Ellen will speak with the Idaho Association for the Education of Young Children to see how we can work more closely with them.</p> <ul style="list-style-type: none"> • Update on Improving Data Conference: Carrie reported on the sessions that she attended, adding that she took away great information. Some state's bylaws require that members attend 50% of meetings in person. Some states have done away with standing committees and now use a task force filled with people that are interested in a task that can be accomplished within a year. Christy reported on what the Office of Special Education Programs (OSEP) is doing. Currently they are doing fiscal monitoring in some states. Idaho is not being monitored at this time due to our high rating. Christy also reported that there are fiscal components that Idaho does not have in place due to lack of staff. One other session that she attended was on an assessment tool called the Measure of Attention, Engagement, and Social Relationships (MEISR), which we have used in the demonstration site in our North Hub. • Carrie felt that after her attendance in many sessions she agrees that we need to move our focus away from compliance to results. Additionally, Carrie felt providing an annual report on Infant Toddler Coordinating Council and Regional Early Childhood Committee members will help close the loop. 	
Adjournment	Being no other business, the committee adjourned at 11:03a.m.	