



MINUTES

Infant Toddler Coordinating Council (ITCC) EXECUTIVE COMMITTEE Meeting

Date: September 18, 10:00 AM MST

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

Task/Topic	Discussion	Action Items
<p>Welcome and Roll Call of Committee Members</p>	<p>Attendees: Carrie Hull, Chair Angela Lindig, Vice Chair Teresa Kross, Regional Early Childhood Committee State Chair Christy Cronheim, Part C Coordinator Ellen Neff, Member at Large Omair Shamim, Transition Committee Chair David Allen, Federal Accountability Chair Margaret Odedo (recorder)</p> <p>Note: meeting is being recorded and minutes will be transcribed and distributed.</p>	
<p>Action Items</p>	<p>Approval of 9/7/18 Infant Toddler Coordinating Council Minutes</p> <p>Approval of 8/21/18 (ITCC) Executive Committee Minutes</p> <p>Angela Lindig moved that the 9/7/18 Infant Toddler Coordinating Council meeting minutes be accepted as written. Motion seconded by Christy Cronheim and passed. Omair Shamim moved that the (ITCC) Executive Committee minutes of 8/21/18 be accepted as written. Motion seconded by Angela Lindig and passed.</p>	<p>Approval of 9/7/18 Infant Toddler Coordinating Council Minutes</p> <p>Approval of 8/21/18 (ITCC) Executive Committee Minutes</p>

<p>Unfinished Business</p>	<p><u>Discussion of draft Strategic plan:</u></p> <p>Education and Outreach: Carrie feels that we need to move away from branding ourselves as “Early Intervention” as this term is “jargon” and can discourage people. Angela Lindig moved that we revise our goal to state that we will implement three strategies for increasing visibility and establish a voice for the Council. Motion seconded by Christy Cronheim and passed. Carrie suggested that we have promotional materials available at 3 events.</p> <p>There was discussion regarding the upcoming Early Years conference and how we might leverage this event to increase visibility of the Council. Carrie asked if we might introduce a speaker. Sue reported that we have reserved a vendor table there. It was decided that the ITP banner would be displayed at the vendor table and ITP and RECC brochures would be inserted in the bags.</p> <p>Angela mentioned that she is presenting at the Partnerships Conference and will be able to place ITP brochures on the table. Omair mentioned that he will also be able to distribute brochures at an upcoming STEM conference.</p> <p>Christy discussed the branding activities that the PIO officer provided for us, and suggested that the Executive Committee start the process of reviewing the materials and then the Committee could decide how to move forward- which activities could be completed by the Executive Committee and which by the Council- Christy expressed concern that that these activities could take more time than we would have at a normal Council meeting.</p> <p>Christy suggested that we add a goal under Education and Outreach that would be to develop branding for the Council. The evaluation question could be “does the Council have a “brand”. Discussion regarding this goal and that we need to assure that the Council’s “brand” includes a tagline and all the parts that are needed for an effective brand.</p> <p>Christy Cronheim moved that we revise the first strategy under the Education and Outreach section to read, “increase and expand the collaboration by recruiting and</p>	<p>.</p>
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	<p>orienting at least 2 new members, 1 from judiciary and 1 from the medical profession, by December.” Motion seconded by Omair Shamim and passed.</p> <p>Carrie reiterated the need to use people in collaborative ways as opposed to having many new council members. Christy stressed that she wanted the AAP representative on the Council because this individual has remarkable access to other agencies and organizations. Omair suggested that if Sherry Iverson is not available, he can reach out to an acquaintance from the American Academy of Family Physicians. Carrie also stressed a judiciary representative. Teresa has a contact who may be interested. Carrie has a contact that does the training for judges in Idaho-he has a background in trauma. Christy feels that this person would be an excellent addition. Would like to have them attend the February meeting so that they can be in place for strategic planning. We can adapt the RECC invitation letter for this purpose. We need to personalize the letters for each candidate and follow up with a personal invitation. Carrie offered to make the contacts.</p>	
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	<ul style="list-style-type: none"> • Parent Involvement – we need to add one more parent by May and can discuss this with the Council at the November meeting. • Discussion on data use goal: Suggestion to add goal “assist Infant Toddler program in identifying strategies to increase response rate of family survey and develop a parent feedback loop”. Action step will be to provide the Council with the full set of data presented previously, update the Council on how we have changed processes, and then present ideas on how to increase response rates. Ask the Council to make recommendations. Christy mentioned that ITP was unable to determine what data to share with families- this is an area in which the Council could assist. Consensus that we want to increase response rates and provide information that will be meaningful to families. • The next item within data use discussed was the 3rd bullet regarding using data from Child Welfare. Council member Jen Haddad will be leaving the Council as she has taken a new position within the Department. Christy stated that Child Welfare is extremely busy with a project now and we will need to ask them when we may be able to work on this. <u>Action Step:</u> Identify the new ITCC Council representative from Child Welfare, meet with Child Welfare to identify a timeline in which they can assist us in pulling the data and orient the new representative. <p>Due to the time, the last two agenda items were tabled. Carrie suggested scheduling an extra 30 minutes for the October meeting.</p> <ul style="list-style-type: none"> • Data report – tabled • Clarification of bylaws - tabled 	
Adjournment	The committee adjourned at 11:15a.m. The next meeting will be held on October 18, 2018 from 10:00 -11:30 a.m.	