



Idaho Infant Toddler Coordinating Council Executive Committee Meeting Minutes

Date: September 18, 10:00 AM MST

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

Present: Angela Lindig, Omair Shamim, Teresa Kross, Ellen Neff, David Allen

Guest: Toni Brinegar, Idaho Council on Developmental Disabilities

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

Task/Topic	Discussion	Action Item
Welcome and Roll Call of Committee Members	Emily Peterson joined the call requesting clarification regarding being a member of the Executive Committee. Per the bylaws, the Past Chair is not a member; but as this is an open public meeting, anyone can attend or call in. The Committee was initially unable to establish a quorum; however, when this was achieved Angela Lindig called the meeting to order.	
Approval of Minutes	Ellen Neff moved to approve minutes of the last meeting. Motion seconded by Omair Shamim and passed.	
Update on Idaho Open Meeting Law	<p>Sue Harpold explained the voting requirements of the revisions to the law. Per guidance by the Deputy Attorney General (DAG) many items such as calendaring do not need to be an action item or voted on. During the last meeting motions were made to revise the strategic plan and the Executive Committee voted on them. Going forward, the Executive Committee can make recommendations/revisions to the draft plan since this plan will be reviewed and approved by the full Council.</p> <p>Omair asked whether action items must be voted on; Sue reported that a vote is not mandatory on an action item.</p> <p>Sue notified the Committee that for future reference she is keeping a log of questions and concerns regarding the open meeting law.</p>	



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<p>Old Business: tabled items from last Executive Committee meeting</p>	<p>Data Use Goal on Strategic Plan:</p> <p>Increase use of data by Council</p> <ul style="list-style-type: none">· Present data twice per year in February and August· Evaluate data at Strategic Planning in May <p>Sue suggested if the Council increases the use of data, it may be helpful to select a smaller set of data and spend more time reviewing the data.</p> <p>Ellen suggested that we look at data related to the actions of the Council- such as branding. Once we begin branding activities it would be good to examine data to see how we are doing with branding. It was noted that the Council has discussed this before but perhaps never completed the discussion. Possibility- could Valerie Steffen meet with the Executive Committee to discuss narrowing data and reviewing data?</p> <p>Omair and Sue related a "data carousel" approach that is used at Head Start. Suggestion to meet at 7:30 in the morning prior to the General Council meeting on November 2nd. Sue will send out an email and see who is able to meet at that time.</p> <p>Clarification of bylaws question from September meeting: Council will need to vote on the bylaw additions and revisions at the November 2 meeting.</p> <p>Angela reviewed the follow-up items from the September Executive Committee Meeting to assure they were all accomplished and asked the status of the RECC recruitment letter template. Sue referred members to the draft letter that she sent out- this specific letter was written for the judiciary member. Omair asked for clarification regarding asking Judge Culet to serve. The minutes of the September meeting were referenced, and they state that the first contact will be the individual that Carrie knows. Omair asked how we have used our PIOs to advertise the Council. When they met with Angela, Sue and Christy they provided a menu of ways that they can assist including FaceBook and Twitter. Omair suggested that after Carrie contacts her individual, we again discuss inviting Judge Culet. Timeline- letters</p>	
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	<p>should go out by October. Angela will follow up with Carrie and Sue will start working on the letter for Sherry Iverson.</p> <p>Promotional materials for Early Years: Sue reported that Margaret will get the printing completed. Sue has been working on the ITCC and RECC displays. Teresa will help with the RECC display table- Sue will send out an email to the RECC Chairs. Angela reported that she did not get a booth at the Idaho Partnerships conference. Omair is attending the STEM conference and will distribute pamphlets. Angela asked for the timeline for the implementation of 3 activities- in review, it seems we need one.</p> <p>Child Welfare goal under data use: Sue suggested that we aim for December to talk to Child Welfare.</p> <p>Recruiting new parent for Council: need to discuss at November meeting. Angela asked about the mentor strategy- it was decided that this would be added to the responsibilities of Past Chair. She suggested that a definition of mentoring be added to the Policies and Procedures as well as some overview of what the mentoring would entail. Discussion regarding whether this will be an action item or something that would require a vote? Sue will ask the DAG if this needs to be voted on.</p>	
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New Business	Sue briefly discussed the branding activities that were presented by the PIO. Sue has not sent them out to the Task Force but will do so. Discussion regarding the timing of 8:30 instead of 9:00. The call will be changed to 9:00. Sue briefly explained some of the materials. The committee suggested the recommended activities and estimated that 90 minutes would be needed on the November meeting agenda. Angela related that this is not about a tag line- also that a single voice will need to be connected to data. Teresa related that child care providers have an image of what the Infant Toddler Program does, and that getting feedback from the broader community may be crucial. The task force will meet next week and make a recommendation for the "branding activity".	
November ITCC Meeting	Sue asked the Committee if they wanted an update on the SSIP and the EPSDT state plan amendment and Executive Committee members indicated that this would be helpful.	
Closing and date of next call	Next Executive Committee meeting November 13, from 10:00-11:00 a. m. MST. Meeting adjourned at 11:20.	