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| **Interagency Coordinating Council: Monday (4/5/21)** | | | | |
|  | **Attendance:** | ICC Members: | | Guests: |
|  | \*Taking meeting notes    Next meeting:  **Monday, July 12th** | Erin Frazier – Special Education Director, DOE (not in attendance)  Roberta Lucas – CDS State Director  Jamie Michaud – CDS State Part C Coordinator  Robyn Neal \* – CDS Executive Assistant  Amy Spencer - MECDHH  Carly Lowell – SKCDC  Kristi Abraham – Parent / Advocate  Cheryl Mercier – RSU #18  Meg Sigovich – PSP, ECSPED Portland  Cheryl Hillicoss – CDS, EIPM York  Crystal Arbour – OCFS,  Nena Cunningham – DOE, Headstart State  Kari Jenkins - Part C Service Coordinator, Portland / Parent  Carrie Woodcock – Maine Parent Federation / Parent | |  |
| **Minutes**  **Allotted** | **Topic** | **Discussion/ Agreements** | **Action Items** | **Reference Materials** |
|  | Deborah Rooks-Ellis, Introductions | Discussed purposes of group:  Support the implementation of the Part C system. Group will address challenges and barriers of | Please extend invitation to ICC meetings with other parents as parent attendance is encouraged. |  |
|  | Agenda Procedure (Robyn) | Action steps from a previous meeting reviewed. | Please send topics for ICC to Robyn at [robyn.neal@maine.gov](mailto:robyn.neal@maine.gov)  OSEP data from Jamie will be a topic for next meeting. |  |
|  | Dissemination of Information (Deborah) | Discussed avenues to disseminate Part C information:   * CDS Facebook page * CDS Website, ICC Section \*updates needed for user/family friendly use\* (CDS is in process of hiring for Data Manager at this time) | Goal: CDS website will be updated to have an ICC page containing Part C information/updates and meeting links. |  |
|  | Zoom link for virtual attendance (Deborah) | ICC will continue to provide a virtual option for attendance even as meeting in person becomes a possibility. |  |  |
|  | Recurring Meeting Date/Time (Deborah) |  | Email Deborah and Robyn if a date does not work for you.  **Reschedule next meeting: July 12th**  Robyn will resend the link for Zoom/post on CDS website |  |
|  | Meeting Structure (Deborah) | Structure will be dictated by an anonymous poll around Part C Services. | Deborah and Jamie will coordinate to create an agenda for next meeting based on the data from the poll. |  |
|  | ICC Members Needed (Deborah) | Reviewed ICC Member needs.  Diversity of committee is a priority. State Legislature representative member is needed.  Group agrees membership is needed of Maine’s more rural area (e.g. Aroostook, Opportunities CDS coverage), refugee population (e.g. New Mainer's Health Initiative), and foster care. | Jamie will follow up with Erin Frazier around the State Legislature representative and homeless children representative. Nena will reach out to University of Farmington for members. Crystal will reach out to her team to inquire about filling various memberships. Jamie will inquire about a representative for the Maine Indian community. Carrie will reach out to a representative  Any member of ICC may reach out to non-members to encourage attendance as the ICC requires a minimum of 20% parent membership and upwards of 20% is encouraged. |  |