Meeting Title:	**REGION IV HELP ME GROW IEIC COMMITTEE MEETING**
Meeting Date:	Tuesday, July 16, 2025 9:00-10:30 a.m.
Meeting Location:	https://lcsc-org.zoom.us/j/84462864430?pwd=1qsMwiZaq9yPwWoCmD72Wbt1bokwpd.1

Attendees:	Fran Rethwisch, Kristi Maas, Kari Kreft, Linda Nelson, Sara Peterson, Leah Krauth, Marsha Erickson, Missy Mack, Migdalia Caballero, Anne Frustol, Kara Williams, Rhonda Hjelle, Katie Ganoe, Maria Steen, Julie Dominio, Kristin Phillips, Todd Travis, Meghan Leith, Jeannie Pederson
Note taker:	Jolene King

Agenda	Notes
-Introductions	**Introductions were made with participants sharing their name, organization and something they hope to do before the end of summer.**
-Review, modify and approve agenda	**Move meeting schedule to beginning of agenda. Motion to approve by Jeannie, second by Julie.**
-Review and approve June 17, 2025 Minutes	**Motion to approve by Maria, second by Leah.**
-Budget Update	**Marsha provided a budget update. Work plan was accepted with a need to focus on Child Find activities.**
-FY26 IEIC Work Plan Activities	• Create referral tracking system – **Ways to track, note gaps** • 3rd Birthday Cards – **redesign to include Help Me Grow,** https://drive.google.com/file/d/1IeyOsIVl-v_Ji6CraImlSfmoNxjvklyi/view?usp=sharing • HMG event kits – **Can be checked out,** https://forms.gle/DBdUGViSP34K5WYd9 • HMG training – **Designed two years ago** • Newborn letter • Community baby showers • (FY25 carry over) Child find activities per county • MN Story Collective – **April Meeting** • HMG materials • Assess IEIC membership list • Review IEIC procedures
-Old Business	
-New Business	• Review MN Statute 125A.30 – **Sara reviewed this statute** • Review IEIC member list ○ per statute, who is represented?

Agenda	Notes
	○ who is missing? **Sara will send an updated membership chart to all members for review and additions. Missing a parent representative of a child with disabilities.** • IEIC procedures ○ Review /vote on the changes the subcommittee recommends – **Sara, Julie and Leah are working on this. Procedures were last revised in 2015. Add language to the operating procedures defining chair, vice chair, and facilitator roles and terms. Add annual review of operating procedures and annual membership review to the work plan. Consider implementing one vote per agency. Consider implementing a chair, vice chair and facilitator structure with a 2-3 year term.** • Data tracking system ○ who wants to be a part of this subcommittee? **Julie, Maria and Leah** ○ set a schedule of meetings (this can be done outside of the larger group conversation) • Set IEIC quarterly meeting dates ○ utilizing Doodle poll data - what works best, beginning of every quarter **Meetings scheduled for the first Wednesday, quarterly.** • Newborn letter ○ Sample ○ who does one now? **Horizon Public Health** • Baby shower **(For pregnant women and families with children up to 18 Months old, $5,000 budget, up to $500 for 10 community showers)** ○ discuss the request process **First come, first serve** ○ Proposal: create a Google form that includes the following basic information: **Sara will create a Google Form** ▪ summary of event ▪ partners ▪ location ▪ explanation of child find component ▪ date ○ HMG infant-specific materials / HMG banner can be provided – **Need to have Help Me Grow Materials** • Event kits ○ Remember to request ○ Link: https://forms.gle/DBdUGViSP34K5WYd9
-Future Meetings	**Meetings were scheduled quarterly for the 1st Wednesday starting at 9:00 am.** **October 1, 2025** **January 7, 2026** **April 1, 2026 (May be in person due to MN Story Collective)** **July 1, 2026 (In Person)**

Agenda	Notes
-Adjourn	**Motion to adjourn by Linda, second by Kristin.**