



# Interagency Coordinating Council (ICC) for Infants and Toddlers

## Transition Committee Meeting Minutes - Approved 4.14.26

Virtual Meeting

January 13, 2026

1:00pm-2:00pm

The role of the ICC is to advise, assist, and advocate for the Arizona Early Intervention Program and its partnering agencies to administer, promote, coordinate, and improve early intervention for families and professionals

### Mission Statement

The committee is committed to assisting the Arizona Early Intervention Program (AzEIP) in reaching and maintaining 100% compliance with the timely and high-quality transition of all children out of Part C services (early intervention) to Part B preschool and/or other community services, by providing support, guidance, and feedback on policies and procedures. This includes ensuring children and families experience a smooth, effective, and timely transition from AzEIP to preschool and/or other appropriate community services by the child's third birthday.

## Attendance

### Members

Kendra Benedict (absent)  
Stephanie Collier (present)  
Camille Verdugo (present)  
Crystal Ghica (present)  
Amy White (absent)  
Dr. Pilar Vargas (present)

Sonia Samaniego (present)  
Tammy Sergent (present)  
Bjorg LeSueur (present)  
Billy Henderson (present)  
Aanya Metrakos (present)

### Staff (AzEIP)

Chantelle Curtis (present)  
Anissa Albert (present)

Amanda Tipotsch (present)  
Brittany Page (present)  
Lisa Vallee (present)

## Public

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## Minutes

1. Call to Order - (Camille Verdugo) 10:02AM
2. Read Public Member Notice: Reviewed by Camille Verdugo
3. Minute Approval from Previous Meeting 11.20.25 (Camille): Stephanie Collier motioned to approve the minutes, Bjorg LeSueur second the motion. All other members voted; minutes approved.
4. Discussion Items/topics
  - i. Review Mission Statement

1. The committee reviewed its mission statement and identified issues, including a typo (“transmission” should be “transition”) and the omission of previously approved language emphasizing a smooth, timely transition for children and families. Members discussed whether and how to reflect the Child Find work in the mission, noting its connection to transitions both into and out of AzEIP, but agreed that more guidance is needed from the ICC and possibly the executive committee on whether Child Find will remain an ongoing responsibility of the Transition Committee.
  - ii. Compliance WorkGroup’s review of Family Survey
    1. The group also clarified the status of recent work group submissions, particularly a family survey script, after learning of a similar prior effort by another committee; further research and direction from AzEIP/ICC will be gathered before moving forward or revising materials.
  - iii. Child Find Work Group’s review of activities
  - iv. Quality Practices Work Group
    1. One meeting was held with an ICC member and an AzEIP Staff, the subcommittee discussed moving the workgroup back into the subcommittee pending future tasks due to a lack of participation.
  - v. Work groups continuing
    1. The committee discussed whether to continue standing work groups or shift to forming ad hoc groups only when ICC or AZEIP requests specific tasks, noting limited participation and the need to respect members’ time. There was general agreement to dissolve ongoing work groups and instead create task-specific groups as needed, with the possible exception of the compliance group, until guidance is received on the family survey. Members also suggested using full committee meetings to review transition-related policies and procedures for awareness and feedback (not changes), discuss quality practices such as child outcomes during transition, and align future work with the mission statement to better support smooth, effective transitions for children and families.
  - b. Action/follow up
    - i. Camille will provide an update on the motion at the General ICC meeting to approve the Work Group documents to be sent to AzEIP for a final review.
  - c. Public Comment: none
  - d. Schedule Next Meeting: 04.14.26
5. Adjourn: 1:55pm

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