



# Interagency Coordinating Council (ICC) for Infants and Toddlers

## Development Committee Meeting Minutes - DRAFT

Virtual Meeting

April 13, 2026

10:30am-12:00pm

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

To support the ICC by improving structure of policies & procedures, recruiting & retaining members, and providing education for new & existing members in ways that are IDEA compliant, leading to more effective ICC that represents Arizona's diverse populations.

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## Attendance

### Members

Dr. Christopher Keck - Present  
Amy Munoz - Present  
Carina Brokamp - Absent  
Olivia Jasmine Lindly - Absent  
Charlene May - Present

Frances Altmaier - Present  
Jennifer Forschino - Absent  
Melissa Busby - Present  
Nancy Gutierrez - Present

### Staff (AzEIP)

Erica Melies - Absent  
Pamela Meurer - Present

Brittany Page - Present  
Lisa Vallee - Absent

### Public

Dani Merrill (Family Engagement Vice Chair)

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## Minutes

1. Call to Order at 10:02am
2. Public Member Notice
3. Minute Approval from Previous Meeting - 01.12.26 - Amy Munoz motioned to approve, Charlene May second the motion, all members present voted in favor. Minutes approved

4. Discussion Items/Topics
  - a. Family Engagement Vice Chair proposing a new project
    - i. Re: ICC Application Process
      1. The group discussed how the ICC and subcommittee application processes can be confusing and intimidating, especially for families, and agreed on the need to create clearer, more accessible materials. They proposed developing simple, user-friendly resources such as a one-page fact sheet and a more detailed guide outlining each step of the application process, including what happens after submission and during long wait times. They also emphasized the importance of clarifying the differences between governor-appointed ICC roles and subcommittee participation, as well as expectations around voting and involvement while waiting for approval.
      2. A major concern was the resume requirement, which may discourage family applicants who lack formal work experience. To address this, the group suggested creating a fillable template that allows parents to highlight relevant caregiving experience instead of a traditional resume. They also discussed improving the onboarding process for new members and reusing existing materials, like the family engagement rack card, to avoid duplication. The group agreed to collaborate on developing these resources, assigned volunteers to different tasks, and formally approved moving forward with the creation of these documents.
  - b. Review Actions from Survey Results
  - c. Set goal for 2026: 1 action from survey results to accomplish as a group
    - i. The group talked about survey results from ICC members to understand how to improve recruitment and retention. This led to their current work on creating one-page documents to make the application process easier to understand. They also began thinking about a second goal for 2026, focused on better educating new and current members, but decided they could finalize that later.
    - ii. They also discussed what “efficiency” means for the ICC. They agreed that while they can’t change the system itself, they can make it easier to understand by improving clarity. Some examples of inefficiency included confusing processes, delays in decisions, and lack of participation. Overall, they felt that clearer communication and expectations would help improve both efficiency and involvement.
5. Action/Follow-up
  - a. Create simple one-page guides for ICC and subcommittee applications
  - b. Make a basic resume template for families
  - c. Improve how new members are welcomed and informed
  - d. Work together on documents using a shared file and assigned tasks
  - e. Decide on a second goal for 2026 at a future meeting
6. Public Comment
7. Schedule Next Meeting: 08.10.26
8. Adjourn

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The Interagency Coordinating Council may hear items on the agenda out of order. The Council may discuss, consider, act, or solicit public comment regarding a matter any time on the agenda. **This agenda is subject to amendment up to 24 hours before the meeting.**