



# Interagency Coordinating Council (ICC) for Infants and Toddlers

## Transition Committee Meeting Minutes - DRAFT

Virtual Meeting

April 14, 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 (present)  
Stephanie Collier (present)  
Camille Verdugo (present)  
Crystal Ghica (present)  
Amy White (present)  
Dr. Pilar Vargas (absent)

Sonia Samaniego (absent)  
Bjorg LeSueur (present)  
Billy Henderson (present)  
Aanya Metrakos (present)

### Staff (AzEIP)

Chantelle Curtis (present)  
Anissa Albert (present)  
Jessica Jimmerson (present)

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

## Public

## Minutes

1. Call to Order - (Camille Verdugo) 1:07PM
2. Read Public Member Notice: Reviewed by Camille Verdugo
3. Minute Approval from Previous Meeting - 01.13.26
  - a. Amy White motioned to approve, Bjorg Lesueur second the motion, all voted in favor - minutes approved
4. Discussion Items/topics

- a. Review Mission Statement – need clarification from ICC Committee if Child Find will remain part of the Transition Committee
    - i. The committee discussed the need for clarification from the ICC regarding whether “child find” should remain part of the transition committee’s responsibilities, as this impacts the revision of their mission statement. Camille plans to bring this question to the executive committee meeting for guidance so the mission statement can be finalized in alignment with ICC expectations. Additionally, the compliance workgroup is seeking direction on how to proceed, given that a previous group had already developed a family survey script. Without clear guidance, members expressed uncertainty about next steps and agreed to wait for clarification before continuing their work.
  - b. Compliance workgroup – need clarification from ICC Committee how we should move forward due to a workgroup previously creating a family survey script
  - c. Transition Community of Practice (COP)
    - i. Description of COP
    - ii. Offer to present at ICC meeting Education section
      - 1. The committee discussed promoting the Transition Community of Practice (CoP), a statewide virtual initiative aimed at improving collaboration, sharing best practices, and increasing compliance in transitions from Part C to Part B services. Camille proposed presenting the CoP during the ICC meeting’s education section to raise awareness and encourage broader participation, especially from underrepresented groups. Members agreed this would be beneficial, and a motion was made, seconded, and approved to propose a joint presentation by the AzEIP and early childhood special education transition teams to the ICC executive committee.
  - d. Review AzEIP Transition Policies
    - i. The committee discussed upcoming changes to AzEIP transition policies, noting that revised policies have gone through public comment and are currently awaiting approval from OSEP before implementation, potentially around July 1, though no timeline is guaranteed. Members emphasized the importance of reviewing and understanding current policies as a committee so they can identify questions, clarify procedures, and potentially recommend future improvements.
    - ii. Much of the conversation focused on practical challenges within the transition process, including inconsistencies in preschool enrollment before age three, differences in district practices, and funding limitations between Part C and Part B services. A major concern raised was confusion around the PEA notification and opt-out process, particularly the need for proper parent signatures and clearer procedures to avoid incorrectly sharing information. Members expressed frustration with the structure of current forms and documentation, suggesting that revisions could improve clarity, compliance, and workflow. The group agreed to revisit these issues in a future meeting, with interest in aligning forms and processes more effectively once the updated policies are available.
5. Action/follow up
- a. The group outlined next steps, including reviewing key documents like the PEA notification and IFSP transition pages before the next meeting. Camille will send materials to Brittany for distribution, and members will begin drafting potential improvements. There was interest in collaboratively developing ideas, possibly through a shared document, to address concerns with current forms and processes, ensuring more clarity and alignment moving forward.
6. Public Comment - none
7. Schedule Next Meeting: 08.11.26
8. Adjourn: 2:02PM
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