



# Interagency Coordinating Council (ICC) for Infants and Toddlers

## ICC Executive Committee Meeting Minutes - APPROVED 8.21.25

Virtual Meeting

Thursday, April 17, 2025

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.

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### Attendance

#### Members (ICC Governor Appointees)

Kendra Benedict (present)  
Stephanie Collier (absent)  
Lana Graber (present)  
Sarah Greene (present)  
Olivia Lindly (absent)  
Charlene May (present)

Amy Munoz (present)  
Amber Neubauer (present)  
Sonia Samaniego (present)  
Laurie Shook (present)  
Kelly Lalan (present)

#### Members (Subcommittee Appointees)

Kyle Hammond (present)  
Camile Verdugo (present)

#### Staff (AzEIP)

Amy Aeed (present)  
Anissa Albert (present)  
Jerrilene Antone-Morton (absent)  
Ena Binns (present)  
Lisa Casteel (present)  
Annie Converse (present)  
Chantelle Curtis (present)  
Tanya Goitia (absent)

Lidia Gonzales (absent)  
Jeremiah Hale (present)  
Amanda Honeywood (present)  
Jessica Jimmerson (present)  
Erica Melies (present)  
Pamela Meurer (present)  
Amanda Tipotsch (present)  
Lisa Vallee (present)

#### Public

Melissa Busby (present)  
Aanya Metrakos (present)

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# Minutes

1. Call to Order - (Sarah Greene/Chair) 10:35am
  - a. Housekeeping Items - (Sonia Samanigo/Vice Chair)
2. Roll Call (Sonia Samanigo/Vice Chair)
3. Read Public Member Notice - (Sonia Samanigo/Vice Chair)
4. Minute Approval from February 20, 2025 ICC Executive Committee Meeting - (Sarah Greene/Chair)
  - a. Charlene May motioned to approve the minutes from February 20, 2025
  - b. Kelly Lalan seconded the motion to approve the minutes from February 20, 2025
  - c. All ICC committee members approved the minutes from February 20, 2025
5. Discussion Items/Topics
  - a. Educational Topic for next ICC meeting March 20, 2025
    - i. Sarah shared that *Care4theCaregivers* is scheduled as the next educational topic for the upcoming meeting. She requested that any recommendations for future educational topics be sent to both herself and Lisa V. Laurie recently attended a presentation by the Division of Developmental Disabilities (DDD), which provided an overview of the organization and its collaboration with AzEIP. Laurie recommended that DDD present this information at a future ICC meeting and will follow up with Sarah Greene once she identifies the appropriate DDD presenter. Additionally, Kelly Lalan suggested including presentations from Infant and Toddler programs and provided contact information for the Endorsement program through ITMHCA: [endorsement@itmhca.org](mailto:endorsement@itmhca.org).
  - b. Family Story/ Steffey Family
    - i. Sarah has confirmed with the committee the Steffy family will share their story.
  - c. Pending Boards and Commissions Applications
    - i. Lisa shared that someone from Boards and Commissions reached out—most interviews have been completed (Kendra Benedict, Sarah Green, Allison Lucas, Amy Munoz, Amber Neubaur, Ayana Metrakos), and they are now waiting another 4–6 weeks for the official approval letter. Lana Graber mentioned they're still looking for parents to join the council, with two parents having come through so far, and inquired whether there is any literature or pamphlets about ICC to distribute. Lisa noted that there is a booklet available, but it needs to be updated, and the Family Committee is currently working on creating a rack card.
  - d. Bylaw Annual Review
    - i. This needs to be done yearly; however, since we have a lot of pending applications, we want everyone to be aware and start reviewing now if there are changes you would like to see made. We will start reviewing the bylaws until the pending B&C are approved so we can get all the feedback we can.
    - ii. ICC Open Meeting Law training will be held off until the pending B&C applications are approved and in their new seats.
    - iii. Upcoming OSEP Conference, August 5-7th, 2025. There are changes to the conference and each state is being asked to work with Part B, only allowing 5 people to attend. Ena Binns and Annie Converse will be the representatives who attend the conference.
6. Committee Updates
  - a. Transition Committee (Kyle Hammond/Camile Verdugo/ Chantelle Curtis)
    - i. Do not have any updates at this time. Our subcommittees will be meeting before the general meeting and will hopefully have some updates at that time. Subcommittees will be working on their current projects. The next meeting is scheduled for May 22nd at 8:30am.
  - b. Fiscal Committee (Amber Neubauer/ Leo Huppert/ Lisa Casteel)

- i. Amber reported no updates since the previous meeting and is hoping to have the parent proposal approved at the next meeting; no changes have been made. Sarah noted that the proposal needs to be submitted to Fiscal for approval before the next meeting. Lisa Casteel expressed appreciation for receiving the preview and shared that AzEIP will be sending suggestions and questions for additional consideration, which will be submitted prior to the May 8th meeting.
    - c. Family Engagement (Laurie Shook/ Tanya Goitia)
      - i. Laurie Shook reported no updates but shared that the rack card is nearly complete. She asked whether it should feature a family or have a more professional look, and suggested possibly preparing both options to present at the next ICC meeting. Lana Graber responded that she prefers including a family, as the focus is on families and choice is important. Sarah expressed that she likes both options. Laurie noted the importance of keeping the design distinct from the AzEIP rack card and offered to bring examples for review. It was agreed that the options would be added to the ICC agenda for a vote. Laurie also shared that they have lined up a few family stories and that a new parent, Marisol, has joined.
    - d. Development Committee (Christopher Kreck Interim/ Erica Melies)
      - i. Erica Melies shared that the committee met and announced exciting news: Amy Munoz has been approved as the new Vice Chair. Amy reported that they are developing a survey to gather feedback from board members about their commitment, reasons for involvement, and ideas for increasing engagement. The survey is currently under review by the Development Committee and will be shared with the full committee once finalized. Erica also noted that Amanda T will provide additional information later today, and the next meeting is scheduled for May 13th, 2025.
- 7. AzEIP Updates
  - a. Lisa Vallee announced that Brittany will now serve as the lead for ICC committees and requested that both she and Brittany be cc'd on related communications. Brittany will be supported by other admins as backups. Ena clarified that Lisa will act as the liaison, while Brittany will handle administrative tasks such as meeting minutes, agendas, and website updates to ensure alignment. Lisa also asked how many people have seen the AzEIP Family Connect flyer, noting that it will be used to connect with families and SPAs to help them better understand roles and gather feedback through poll responses. The flyer has been shared on the Facebook page and included in the April newsletter.
- 8. Actions/ Follow-up
- 9. Take a look at the bylaws for future review and know that for the fall there will be an open meeting law training scheduled.
- 10. Public Comment
  - a. none
- 11. Next Meeting(s)
  - a. Executive Committee
    - i. August 21, 2025 at 10:30am- 12:00pm
  - b. ICC General Council Meeting
    - i. May 22, 2025 at 10:30am- 1:00pm
- 12. Adjourn- (Sarah Greene/Chair) 11:08am

Persons that require a reasonable modification based on language or disability should submit a request as early as possible to ensure the State has an opportunity to address the modification.

Persons with a disability may request reasonable accommodations, such as a sign language interpreter, by contacting Amanda Honeywood at (602) 532-9960 or email at [AzEIP@azdes.gov](mailto:AzEIP@azdes.gov). Requests should be made 48 hours prior to the meeting.