

**ICC Executive
Committee Meeting
Minutes**

Friday June 14th
10:30am -12:30pm

Members Present

Stephanie Collier
Sonia Samaniego-phone
Susie Perry-absent
Lana Graber
Chris Keck-Phone
Katie Murdoch-Phone
Dana Hutchings- Absent
Sarah Green- Absent

Staff Present

Jenee Sisnroy
Sharon Pierson
Ashley Boruff

Members of the Public Present

Hollie McHenry-ADE

Chair Lana Graber called the meeting to order at 10:30am, welcomed our committee chairs, and those on the phone.

Agenda Items

Succession Planning

Sharon Pierson reviewed a draft document she created to assist in tracking vacant and upcoming expiring commissions. Sharon will draft a letter for Vice Chair Katie Murdoch to review, this will be sent out to the ICC members whose commissions are expiring in January 2020. This was a recommendation from the Office of Boards and Commissions (OBC), in order to reduce gaps in wait times and commission vacancies

Executive Committee spoke about the upcoming election of new Vice Chair as Katie will be the New Chair in January. Sharon will send a draft nomination form for Katie's review. This will be reviewed by all ICC members at the August 16th, 2019 meeting, with nominating either as self or other members. Final voting will be at the November 15th, 2019 meeting.

Committee Updates

Transition Committee

Stephanie Collier, Chair of the transition Committee gave a detailed update regarding the Survey results, some of the answers given and what the next steps will be for the committee. The next committee meeting is June 25th at 3pm.

Fiscal Committee

Jenee Sisnroy gave a brief update of the committee, letters have been sent, Jenee met with AHCCSS and hand delivered the letter. In that meeting, she was told that AHCCCS is finalizing their response to the ICC fiscal committee and the committee should receive it soon.

Family Survey Committee

Sarah was unable to attend; Sharon gave brief update from Sarah.

"We reviewed the vision statement and the goals of our committee (increase representativeness of responses and explore possibility of decreasing the length and complexity of questions on the survey). It has become obvious to the members that the delivery method of the survey currently needs to be updated. We feel strongly that the delivery method needs to include electronic options. We (the committee) are attempting to book time with a representative from the State's software procurement team as well as any other individual that could be helpful in explaining the needs and limitations of different recommended survey programs (ie. Survey Monkey). We feel it's crucial to get as much information as possible regarding these tools prior to making a recommendation.

ICC Draft brochure

Sharon reviewed the new draft brochure to the executive committee. Sharon will send the document to all to review in an email.

Agenda items for the August 16th meeting

Lana and Sharon will review items, please forward any ideas to Sharon

By Law Draft Review

Executive Committee reviewed the draft suggestions made by the work group, was requested to send out to them to review.

Recent RFP process

Katie requested this agenda item to address the issues potentially facing families regarding the transition of contractors on July 1st. The executive committee listened to Katie's concerns, Jenee Sisnroy addressed her questions. It was suggested to have the Office of Procurement (OP) attend the August 16th, 2019 meeting to address to concerns facing families. Jenee will work with OP to see if this will work with their schedules.

AzEIP Updates

Jenee Sisnroy, Part C Coordinator spoke regarding upcoming solicitations, one specifically for AzEIP Central referral intake line.

Jenee spoke about the Office of Special Education Programs in July, Lana will also be attending this meeting on behalf of the ICC.

Jenee addressed the multi state agency initiatives AzEIP is involved in and that DES is going google.

Public Comments

Having no public members to address the ICC Committee, no comments were made

Adjournment

Lana Graber adjourned the meeting at 12:30pm. The next Executive Committee Meeting is August 9th, 2019.