



Interagency Coordinating Council (ICC) for Infants and Toddlers

Development Committee Meeting Minutes - **APPROVED 09.09.25**

Virtual Meeting

August 12, 2025

2:30pm-3:30pm

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.

Attendance

Members

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

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

Staff (AzEIP)

Erica Melies - Present
Amanda Tipotsch - Absent
Pamela Meurer - Present

Brittany Page - Present
Lisa Vallee - Present

Public

Jane Lee - Present

Minutes

1. Meeting called to Order by Dr. Christopher Keck at 1:06pm
2. Public Member Notice read by Dr. Christopher Keck
3. Minute Approval from Previous Meeting: 05/13/25 - Dr. Keck motions to approve, Melissa Busby seconds the motion, Olivia approves, Fran approves; Minutes approved.
4. Discussion Items/Topics
 - a. Review Survey Results
 - b. Identify Actions from Survey Results that align with the Development Committee Mission Statement. Mission statement includes these tasks:

1. Improving structure of policies and procedures Olivia Lindy; there isn't compensation provided for those who volunteer. Lisa Vallee; Fiscal committee is creating a family stipend. Melissa Busby would like more inclusion of families who are not represented by the ICC.
 2. Recruiting and retaining members
 3. Provide education for new and existing members
 - a. IDEA compliant
 - b. Increase efficiency of ICC
 - c. Increase representation of AZ's diverse populations
 5. Action/Follow-up
 - a. Review bylaws before the next Executive Committee.
 - b. Discuss with ICC committee recruitment efforts, strategies to build interpersonal relationships within the ICC, having in person meetings
 6. Public Comment- no public comments
 7. Next meeting scheduled for Tuesday, 9/9/25, 1pm-2pm
 8. Meeting Adjourned at 2:01pm by Dr. Christopher Keck
-

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and other nondiscrimination laws and authorities, ADES does not discriminate on the basis of race, color, national origin, sex, age, or disability. 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. Requests should be made 48 hours prior to the meeting.

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.**