

Interagency Coordinating Council Minutes

Date: August 17<sup>th</sup>, 2018

Time: 11:30-1:30pm

Location: 3300 North Central Ave 16<sup>th</sup> Floor 100/101 Phoenix AZ 85012

Attendance	Yes	No	By Phone	Attendance	Yes	No	By Phone
Sarah Greene	x			Lynne Corbin	x		
Sonia Samaniego	x			Dr. Marie Peoples			x
Suzanne Perry	x			Robert Pfister	x		
Lana Graber	x			Sara Clancey	x		
Katie Biehl	x			Kate Dobler-Allen	x		
Zarai Hernandez	x			Lorie Jewett	x		
Brianna Carreras			x	Stephanie Collier	x		
Justin Bayless	x			Dana Hutchings	x		
Christopher Keck	x						

Staff in Attendance: Alicia Sharma, Sharon Pierson, Annie converse

- Meeting called to order** at 11:35am by Lana Graber, ICC Chair. Chair Graber asked council to introduce them self, what they do and short bio. New members of the ICC council were introduced at this time, with a warm welcome for their commitment to the ICC.
- Call for public comment**  
Lana Graber, ICC Chair called for public comment, having none moved forward in the agenda.
- Action Item:** Lana Graber, ICC Chair called for a motion for approval for the January 19<sup>th</sup> and April 20<sup>th</sup>, 2018 meeting minutes as presented. Having no discussion, a motion was made by Kate Dobler-Allen to have both January 19<sup>th</sup> and April 20<sup>th</sup> minutes approved, seconded by Zarai Hernandez., with full council approval by signify of a vote “yes”.
- Action Item:** Lana Graber, ICC Chair called for vote of 2019 ICC meeting dates. Discussion was there may conflict with ADE Early Childhood Special Education summit, and possible FTF dates. Chair called for a vote based on the 3 options presented: Votes: based on the votes, **Option 1, remaining on Fridays approved.**

Susie 1 Justin 3  
 Lynne 1 Chris 1  
 Sara 1 Sarah 1  
 Lana 1 Katie 3  
 Zarai 1 Dana 3  
 Lorie 1 Rob 1  
 Kate 1 Stephanie 1  
 Sonia 1 Brianna 1

5. **Action Item:** The Executive Committee spent two months in revision of the current By Laws dated 2012. Based on the By Laws they are to be reviewed annual. There were gaps in the work that was being done and understanding of the purpose of the ICC. The intention of the newly revised document was to bring clarity and greater involvement of all ICC members.
- Discussion before approval: Lynne Corbin wanted to change the definition of “parent” in Article V B1. Alicia Sharma reported this is how IDEA defines parent. A suggestion was made we should be able to edit the bylaws. A suggestion was made although not change the federal definition but add an additional asterisk to include ICC’s definition of parent.
- Susie Perry: is there a state definition of parent?
- Sarah: Is B1 copied directly from IDEA? Yes, So, if we changed something would we need to change entire section. We will leave as is for this revision.

A motion was made to approve Bylaws as written in current format by Lana Graber, second by Justin Bayless. Lynne Corbin and Zarai Hernandez voted no, to this revision.

Susie Perry, Sonia Samenigo, Lana Graber, Katie Biehl, Sarah Greene, Sara Clancey, Dana Hutchings, Ron Pfister, Kate Dobler-Allen, Lorie Jewett, Chris Keck, Justin Bayless, Stephanie Collier Brianna Carreras, Dr. Peoples voted yes to approve as written. **Motion carried by a majority, approved revised By Laws as written dated 6.18.18.**

6. **Committee Updates:** The Subcommittees will be meeting before the ICC meeting in same location 9-11am (if this can be arranged). This was agreed upon at the April 20<sup>th</sup> meeting, and is in the minutes.
- Comment from Lana Graber, ICC Chair: All ICC council members are encouraged strongly to participate in one of the current committees and/ or as additional committees are formed, find ways to participate.

7. **Development Committee Update:** Katie Biehl, Committee Chair
- What is the purpose of this committee?
- We want to survey the current members to determine their engagement level.
- Engagement Letter to board members with the following information will be drafted:
- Action Item (Letter)
- Thank you for current participation
  - Your attendance is SO IMPORTANT, why is it important to attend in person
  - What was your reason for applying to be on the ICC?
  - Is your council/committee work still meeting your expectations?
  - What committees would you have interest in? for the future? Suggestions
    - Fiscal
    - Membership Development
    - Transition
    - Family Survey
    - Brochure updates, outreach
  - Is your interest level the same or has it increased/decreased?
  - What do you see for the future of your position on the ICC?
  - What are your barriers for in-person attendance?
  - How can we support you as a board member/committee member?
- How do we reach people to be a part of our committee and ICC?

Questions for Katie from the council

Susie: Strategies for further communicating with the field to improve attendance at these meetings?

What have you thought about?

Katie: marketing- brainstorming; mentoring relationships- know each other personally, hold each other accountable to attend the meetings; engagement letter- get a better idea of where everyone is and see if people are willing to put in the work, understanding where everyone is

Sharon Pierson, ICC staff liaison: The current way we address promoting the ICC for the public, may not be enough- is it a new brochure, how do we disseminate this brochure? how do we get info out about dates the directors of agencies calendars, and get leaders to disseminate info to contractors, subcontractors, engage people, what does sharing really look like with leadership? These are some of the questions we asked ourselves and will be looking into for our future meetings.

Zarai: how to increase family participation?

Katie: if providers are aware, can facilitate conversations with families; brochures- if I hadn't know as a parent, I am sure others don't know the importance of the ICC.

Lana: make sure wording includes how to approach people to make inviting and exciting

Sharon: outreach- what does that look like? Do Katie and I go to Tucson (statewide) and do a family friendly night and invite families and talk about ICC.

Kate Dobler-Allen: I am the FTF Regional Director for NE Arizona- my network and set of relationships- Health Start, PCPs- think outside the box of EI and providers and intentionally reach out to primary medical care providers; as a parent I didn't know ICC existed, as a provider I didn't know I could impact ICC; from a marketing standpoint- families can come, it's open and inviting, we want kids and babies to come- think about the language, PDF- people can forward/print; electronic media; links to website, social media/apps- leverage; BH, ITMH- broader the net we reach with the ask and offer, the richer the discussion

Lana: I feel like Kate should be on this subcommittee

Justin: whatever you end up marketing, express value proposition of what you're marketing

Katie: these were ideas of what we are hoping to achieve, just trying to map this out, really appreciate input

Kate Dobler-Allen: now's the time to have this conversation so something is not developed and picked apart; families are the advocates, not always the SC- frequently it's the primary or the GAL; think outside the box

Lana: let's take these conversations that are happening and bring them to the subcommittees, this is excellent work.

Katie: that's the part of the letter that is going out- required to be an active part of the committee, just to find out where we are and ensure we are doing the job; that's why we are doing the engagement letter because we want this to be successful

8. **Transition Committee:** Zarai Hernandez, Committee Chair

What is the purpose of this committee? To communicate the information necessary for transition to target populations, families, professionals and to ensure we are following the rules and regulations for Part C to Part B.

How do we make this happen? Build stronger relationships with professionals, between families and system and by communicating the real process.

Discussion

Lynne: people don't know who we are and don't really care, what is the purpose for transition- What's the purpose of developing membership? This is why it's important to us, but why is it important to you?

Zarai: quality of service being provided and what we are providing families

Zarai: to make sure we have quality

Lana: let's always circle back to the families, but we also need to talk about the details

Katie: is one thing that you are trying to clarify for the families what transition is about?

Suzanne: from ADE we keep data on transition in by 3- 100% indicator; children who have referred by AzEIP are evaluated and preschool eligibility determined by 3- want to make sure that parents, SCs and districts want to know what to expect

Katie: want to make something that everyone understands

Zarai: want to make sure you're going through the process the first time, people don't read 30-page documents, have seen graphics from other states that could be used with families during the meetings so they understand the process and can engage in it; families have to go through the process and providers have to help families participate

Sharon: define target populations- who is the end user (families, providers); as I'm out there speaking to EI- it's not that they don't know their rules, they have personal family questions related to them as a unique family unit

Rob: It is also about the severity of the disability- sickness could kill my son, SC helped us through the process and meeting with the school; from a parent and SC perspective

Zarai: we had a really great experience through transition; but it's the quality in how we support the families, is the school district really a place for our child

Sharon: is it about quality or is it about relationship- are we creating relationships between parent and SC?

Kate Dobler-Allen: the why and the relationship; it's a relationship between all parties; why is transition so important- not just about timeline and process, it's a whole different reality that doesn't align- here's what transition looks like- here's what's real; yes it's about understanding about what options are and LRE and what does she really need, but there's the whole other side of what's actually available even if you are required; I have the HELP manual, I could file grievance, but what does it get me? Need to acknowledge the realities for parents

Zarai: we discussed about rural areas, discussed Child Find, how do we identify families that have already been identified and those who haven't

Lana: may be thinking about additional topics for subcommittees, this is so dynamic

Zarai: please come to our meetings!

## 9. **Family Survey Committee:** Sarah Greene, Committee Chair

What is the focus of the Family Survey Committee?

- Representativeness of race and ethnicity of responses for AzEIP population
- Support AzEIP with reaching families across the state.
- Explore possibility of decreasing the length of survey and complexity of the questions.

How can we do this?

- Make recommendations to AzEIP regarding survey length, questions and delivery method of surveys.
- Make recommendations to AzEIP regarding increasing representativeness of children served by AzEIP

Discussion: Question: Chris: is there only one survey at the end and no alternative options for giving feedback?

Alicia: We have a federal requirement to track families know rights, can support child development, communicate child's needs; generally, the Family Survey is not the primary way we get feedback, but precise way we receive feedback; some of questions are complex, give out annually and at exit from the program

Suzanne: So, to get to the three answers you ask 25 questions? Yes, that is correct

Alicia: we only report on 3 questions which are included in the survey, but they push and build to these 3 areas.

Lynne: reason there's a survey is that it's a federal requirement, not enough data to begin with and may not be the questions AzEIP wants to be asking; so, there is not a quota of required return rate, just need representation across the state; straightforward goal. Excellent.

## 10. **Educational Topic:** Open Meeting Law: Presented by Samantha Briggs, Policy Analyst, DES. A copy of the power point presentation will be sent out to the ICC council with the minutes. Ms. Briggs will review her power point presentation to ensure we can post on the DES website.

Discussion/Comments of the Open Meeting Law Topic:

- Sunset audit 1.5 years ago- done by AG's office, DES was not in compliance with Open Mtg Law
- Sharon: proposing vs. suggesting action: the difference is crucial
  - Katie is going to send out a survey to the committee to the full council, is this ok?  
YES
  - When we do electronic communication, if we are not proposing or suggesting legal action, it is ok.
  - If it's not legally related and a quorum is not involved, or something the board is not going to decide on, it's okay to share- if not sure, "say we should discuss this rather than we should do this"
- Suzanne: what would be considered a quorum for ICC-
  - Sharon: 23 members, so 13 and above

- Sonya: subcommittees can work on a live document within the subcommittee because a quorum is not involved, correct Samantha
  - Chris: the why would be so that 51% doesn't send info and not include the other 49% (the public)
  - Justin: subcommittee should be careful about soliciting info outside of the meeting (events/parties)
  - Kate Dobler-Allen: members of public body should not hit "reply all, only reply back "to person who sent the email.
11. **Educational Update** from DASY/Office of Special Education Program Conference; Suzann Perry, Jenee Sisroy and Annie Converse attended and presented. Suzanne Perry speaking about this week's Data Systems Conference- ADE and AzEIP were asked to present on state's data around inclusion, specific data points, 4 strategies that would result in being included with typical peers in preschool programs (natural proportions not 50-50)
- Inclusion Task Force is a result of the work with AzEIP and ADE
  - 10,000 kids with disabilities receiving services in the state- last year 29% were in inclusion classrooms, this year 31.7%- primarily a result of Tucson Unified School District that did a lot of work on understanding- moved 200 of 400 kids out of non-inclusive settings to inclusive settings; anticipate some other larger school districts doing the same
  - Annie presented at the conference on data sharing agreements
  - AzEIP received a grant from CDC on Early Hearing Detection Infants- newborn screenings and getting hearing screenings as early as possible- streamline the information going back and forth between AzEIP and ADHS. Annie was able to share steps taken and lessons learned for moving forward to other state data managers.
  - Sonia: nice to be able to figure this out and what we can do for these families

12. **Family Story:** Katie Biehl presented her story

- They have 3 young children, 4, 3, 2: 4 and 3 have autism, 2 being monitored one more year left with AzEIP
- What I've gotten most out of AEIP is the family portion, it has been so important to my family.
- Oldest child started EI in Colorado and worked well, then we moved to AZ
- Didn't have a good fit with our first provider, but then switched to the woman we have now; who has been with us a couple of years
- Katie described the emotional toll it takes on the family- oldest diagnosed and then next child diagnosed 7 months later- our AzEIP provider is the one person who's been there for us and seen us through our lowest of lows
- Thinking of our life without her will be very hard for us, has been in our home 1-2x/week for years
- Family structure that is advertised- we are a good example if this

13. **Second Call for public comment**

Lana Graber, ICC Chair called for second public comment:

Caroline Oglesby, from ACT asked how the committee topics were determined. She requested a copy of the determination. Lana Graber, ICC Chair stated that it was done as a full board.

Sharon Pierson, Staff Liaison stated that all minutes from all meetings are on the website, the

first meeting was in January which had a vibrant discussion on what to focus on for this year. These are some notes from that first discussion on how the committees were determined:

- Family survey- return rate, what should we be doing, what are other organizations doing
- Transition- work group was already being formed within ADE and AzEIP to work on issues, so the Board decided that should be a subcommittee
- Membership- when we first got together there was no one on the Board, did not want that to happen again- how do we stay vibrant
- Fiscal- on hold but will be coming up, not quite sure the purpose

Lana: What would be Caroline's avenue be if she wanted to make suggestions for future committees?

Sharon: Join a committee, bring a proposal to the ICC Chair. You are encouraged to participate in committees!

#### 14. **AzEIP Updates-** Alicia Sharma

- El contract with providers on a 5-yr cycle, currently on an extension- RFP will be going out soon to refresh that 5-yr cycle
  - Anyone interested in being a provider be sure to have current info in ProcureAz website.
- In process of doing data system adjustments to be able to report out to ICC and streamline data entry for providers
- Partnered with NAU (Project Stride) over the summer time and were able to award 7 scholars who are currently DSIs and are going through a 2-year program and will ultimately receive their master's in early childhood special Ed
- Part C to Part B- have entered into intensive TA to work on a data sharing agreement to streamline transition process on the back end;  
Suzanne: 619 refers to the federal statute around early special education for 3-5 years old; working to ensure data that AzEIP and ADE collect match and that kids in AzEIP continue to receive services or drop off or show up later; would be better for us to have a shared data system
- Alicia: meeting monthly and have same TA support as we did for the EHDI data sharing agreement
- Stephanie: with the Project Stride program, do we have information on how many have gone through?
- Lynne: we've had a couple of years, about 20 per cohort
- Alicia: decided to fund a smaller group fully

Sharon:

new ICC member, please spend 5 minutes with Katie; quick orientation review  
the new postcard has been redone and new AzEIP brochure; can order through Sharon

#### 15. **Adjournment**

With no further business, meeting adjourned at 1:45pm

Next ICC Council meeting Friday November 16<sup>th</sup>, 2018 11:30am-2:00pm

3300 North Central Ave 16<sup>th</sup> Floor 100/101

Phoenix AZ 85012