



# Interagency Coordinating Council (ICC) for Infants and Toddlers

## ICC Executive Committee Meeting Minutes - DRAFT

Virtual Meeting

Thursday, August 21, 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.

---

### Attendance

#### Members (ICC Governor Appointees)

Sarah Greene (present)  
Sonia Samaniego (present)  
Aanya Metrakos (present)  
Alison Lucas (present)  
Amber Neubauer (present)  
Charlene May (present)

Kendra Benedict (present)  
Lana Graber (present)  
Laurie Shook (present)  
Melissa Busby (present)  
Stephanie Collier (absent)

#### Members (Subcommittee Appointees)

Christopher Keck (present)  
Billy Henderson (present)

Kyle Hammond (present)  
Nancy Gutierrez (present)

#### Staff (AzEIP)

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

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

#### Public

Melanie Richards (present)  
Jane Lee (present)

---

## Minutes

1. Call to Order - (Sarah Greene/Chair) 10:34am
  - 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 April 17, 2025 ICC Executive Committee Meeting - (Sarah Greene/Chair)
  - a. Charlene May motioned to approve the minutes from April 17, 2025
  - b. Laurie Shook seconded the motion to approve the minutes from April 17, 2025
  - c. All ICC committee members approved the minutes from April 17, 2025
5. Discussion Items/Topics
  - a. Discussion Items/Topics (Sarah)
    - i. Educational Topic for next ICC meeting: September 18, 2025
      1. Annual Open Meeting Law Training - Lana Graber asked who would be completing the training. Sarah confirmed it would be a DES representative.
    - ii. Approved Boards and Commissions Applications:
      1. Melissa Busby, Child Care Agency Role
      2. Tammy Sergent, Parent
      3. Aanya Metrakos, Agency for Preschool Srvcs
      4. Alison Lucas, State Agency (DHS)
      5. Charlene May, Agency for EI Services (DES)
      6. Kendra Benedict, Agency for EI Services (ASDB)
      7. Stephanie Collier, HeadStart Agency
      8. Amy Munoz, AHCCCS/Medicaid Designee
      9. Amber Neubauer, Service Provider
    - iii. New Standing Committee Members
      1. Billy Henderson, Transition
      2. Nancy Gutierrez, Development
    - iv. Executive ICC Roles Chair & Vice Chair
      1. Two year commitments and with that Sarah will be stepping down in November of 2025. At that point Sonia will take the Chair position and the committee will need to vote in a new Vice Chair, preferably someone who is a parent but if not able then the ICC can then appoint someone to that role.
  - b. AzEIP Updates
    - i. Introduce Molly Bright
    - ii. Policy and Procedure Manuals Updated (Jessica Jimmerson)
      1. AzEIP Policy and Procedures are out for Public Comment; please visit the AzEIP website to see the Public Comment and Public Hearing information. Please be advised that the audience has been focused and the Policy manual is intended for AzEIP and the Procedures are for the Service Providing Agencies.
    - iii. OSEP Conference (Annie Converse)
      1. Keynote speaker was Diana Diaz-Harrison, the Deputy Assistant Secretary and Acting Assistant Secretary Office of Special Education and Rehabilitative Services. She helped run a charter school with Autism and spoke on how she believes Arizona does in the Early Intervention Program.

2. State Performance Plan/Annual Performance Plan Listening Session - Many spoke up about how important this report is and it was discussed that there is more support needed in certain areas for the report to be completed.
  - iv. Current Standing Committee Project Tracker (Brittany)
    1. A new spreadsheet created to help identify current projects, project owners, and provide updates as requested by the ICC Executive Committee.
  - c. Committee Updates (Sarah)
    - i. Transition Committee (Kyle Hammond / Camille Verdugo / Chantelle Curtis)
      1. The committee has been getting projects moving such as Bjorg with the Child Find workgroup, Camille with the Compliance workgroup. They are working on the AzEIP tasks. They are working on referral awareness and education, equity and access and cross system coordination. They will continue to meet on a monthly basis. We will have additional information at the next ICC meeting. The Compliance workgroup is working on additional information to get higher return rates on family surveys. They have developed a script and how to make the surveys easy to complete. Getting additional information to vote on at the next Transition meeting to hopefully present at the next ICC meeting.
    - ii. Fiscal Committee (Amber Neubauer / Leo Huppert / Lisa Casteel)
      1. The fiscal committee is working on responding to AzEIP's questions on the Family Proposal and to hopefully send that back to AzEIP. We are also trying to find other funding possibilities but with the budget issue at the state level is a continuing work in progress.
    - iii. Family Engagement (Laurie Shook / Alissa Eromae / Tanya Goita)
      1. ICC Rack Card is complete and Lisa Vallee has been able to hand those out in the community which hopefully will help bring in more families. The family story process has been a bit difficult for families but we are working on changing that process. We have gotten feedback about how it is difficult to join the ICC from a variety of people so maybe we can look at that. There is a candidate for the September family story but will have Dani send updates.
    - iv. Development Committee (Christopher Keck / Amy Munoz / Erica Melies)
      1. We have key findings from the survey but we want to look further into family, ICC members and how the various races place a factor. Ena Binns offered to meet with Dr. Keck in another meeting to discuss if this aligns with AzEIP and State and Federal guidelines.
      2. ICC meetings are a way to change those and make them more available such as possibly in-person meetings again, compensate families who attend, and maybe look at the formality of meetings.
  - d. Bylaw Annual Review
    - i. Sarah explains for committees to meet, read through the bylaws and submit any changes or comments to Sarah, Sonia, Lisa, and Brittany by Friday, September 8th end of business day.
6. Public Comment
    - a. none
  7. Next Meeting(s)
    - a. Schedule Next Executive Committee Meeting October 23, 2025
      - i. ICC General Council September 18, 2025
  8. Adjourn- (Sarah Greene/Chair) 11:29am
-

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](mailto:AzEIP@azdes.gov). Requests should be made 48 hours prior to the meeting.