



# Interagency Coordinating Council (ICC) for Infants and Toddlers

## Development Committee Meeting Minutes - Approved 10.7.25

Virtual Meeting

September 09, 2025

1:00pm-2:00pm

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

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

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

#### Staff (AzEIP)

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

Brittany Page - Present  
Lisa Vallee - Absent

#### Public

Nicole Polpen - Present

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### Minutes

1. Meeting called to Order by Dr. Christopher Keck at 1:05pm
2. Public Member Notice read by Dr. Christopher Keck
3. Minute Approval from Previous Meeting: 08/12/25 - Amy Munoz motions to approve, Nancy Gutierrez seconds the motion, Olivia Lindly, Fran Altmaier, Melissa Busby; Minutes approved.
4. Discussion Items/Topics
  - a. Introductions of Rep. Nancy Gutierrez, Amy Munoz, Fran Altmaier, Melissa Busby, Olivia Lindly
  - b. Review Mission Statement and Survey Results
    - i. Identify Actions from Survey Results that align with the Development Committee Mission Statement. Mission statement includes these tasks:

- ii. Improving structure of policies and procedures
  - iii. Recruiting and retaining members
    - 1. Amy Munoz raised concern about the delay in the membership application process, which can be discouraging for prospective members, especially those who are working or family members. Proposed creating videos or a welcome meeting to explain the process and expectations.
    - 2. Erica Melies suggested adding verbiage to the orientation slidedeck, but noted that this occurs *after* a member has begun attending meetings. Can outreach or communication occur earlier—right after appointment notification?
    - 3. Nancy Gutierrez; I love that idea and think that would be great to do maybe quarterly in-person meetings and having break out sessions that aren't structured and are more about getting to know each other.
  - iv. Provide education for new and existing members
    - 1. IDEA compliant
    - 2. Increase efficiency of ICC
    - 3. Increase representation of AZ's diverse populations
  - c. Review of Bylaws
    - i. Send in suggestions by 9.08.25
      - 1. Amy Munoz requested clarification on the apparent duplication between Sections E and M of the bylaws regarding state agency representation. She also recommended updating terminology by replacing "regional behavioral health agency" with "health plan" and clarifying whether the reference is to AHCCCS or managed care organizations. Dr. Keck suggested amending Section 1, #2 to allow individuals to serve in more than one role by removing the current restriction. Additionally, the term "CMDP" is outdated and should be updated to "DCS CHP" to reflect the current entity responsible for foster care health services.
5. Action/Follow-up
    - a. Provide feedback on bylaws by end of day, 9.9.25
    - b. Possible future ideas to reboot the orientation meeting, adding videos and ensuring new members feel empowered and are introduced prior.
  6. Public Comment- none
  7. Next meeting scheduled 10.07.2025 at 11am
  8. Meeting Adjourned by Dr. Christopher Keck at 1:58pm

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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.**