



Interagency Coordinating Council (ICC) for Infants and Toddlers

Development Committee Meeting Minutes - DRAFT

Virtual Meeting

October 07, 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.

Attendance

Members

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

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

Staff (AzEIP)

Erica Melies - Present
Pamela Meurer - Absent

Brittany Page - Present
Lisa Vallee - Present

Public

Vincent Vollaro - Present

Minutes

1. Meeting called to Order by Dr. Christopher Keck at 11:05am
2. Public Member Notice read by Dr. Christopher Keck
3. Minute Approval from Previous Meeting: 09.09.25 - Nancy Gutierrez motions to approve, Jennifer Forschino seconds the motion; 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:
 - i. Improving structure of policies and procedures

1. During the discussion, members noted a discrepancy between the Development Committee's current mission statement and the purpose outlined in the bylaws. The circulated mission statement appears more detailed, but its origin and formal approval status are unclear. Erica Melies shared that it has been in use for about four years, while Lisa Vallee confirmed that the bylaws do not specifically address committee mission statements. The group agreed to review the bylaws, clarify the statement's source, and determine whether it should be formally incorporated through a bylaw revision or maintained as an internal guiding document.
 - ii. Recruiting and retaining members
 1. During the meeting, members discussed recruitment efforts for filling vacancies on the ICC. Lisa Vallee and Brittany Page confirmed updates to the member spreadsheet and identified several open roles, including positions for parents of children under six and under twelve receiving early intervention services, a representative from an agency for health insurance, and roles related to foster care and homeless youth education. The committee agreed to support recruitment by leveraging personal and professional networks, with Dr. Keck reaching out to managed care organizations and Southwest Human Development for potential candidates. Nancy Gutierrez volunteered to create a recruitment post on the ICC Family Engagement Facebook page, with Lisa offering to connect her with the page's contact, Lori Shook.
 - iii. Provide education for new and existing members
 1. IDEA compliant
 2. Increase efficiency of ICC
 3. Increase representation of AZ's diverse populations
 - a. The Development Committee discussed ways to make meetings more welcoming and engaging, noting that the current formality can limit connection and participation. Dr. Keck proposed a new approach where committee members personally reach out to new or pending ICC members to foster relationships and gather feedback on their experience. Members supported the idea, with Nancy Gutierrez volunteering for a trial run. The group agreed to coordinate with the AzEIP team for contact information and to use the ICC orientation slide deck during outreach. They also explored appropriate ways to introduce new members to the broader ICC community while remaining compliant with open meeting laws.
5. Action/Follow-up
 6. Public Comment
 7. Next meeting scheduled 11.04.2025 at 1pm
 8. Meeting Adjourned by Dr. Christopher Keck at 11:58am

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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.**