



Interagency Coordinating Council (ICC) for Infants and Toddlers

Development Committee Meeting Minutes - DRAFT

Virtual Meeting

November 04, 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 - Absent

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

Staff (AzEIP)

Erica Melies - Present
Pamela Meurer - Present

Brittany Page - Present
Lisa Vallee - Absent

Public

Vincent Vollaro - Present

Minutes

1. Meeting called to Order by Dr. Christopher Keck at 1:13pm
2. Roll Call
3. Public Member Notice read by Dr. Christopher Keck
4. Minute Approval from Previous Meeting 10.07.25 - did not have quorum unable to vote
5. Discussion Items/Topics
 - a. 2026 schedule; monthly or quarterly
 - b. Review Survey Results
 - c. 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. Members discussed potential updates to the mission statement and its alignment with the bylaws, confirming that the bylaws remain the ICC's sole formal policy. Much of the meeting focused on strategies to improve member recruitment, retention, and engagement. Rep. Nancy Gutierrez suggested showcasing parent testimonials on ICC's social media or website to highlight the impact of services, and proposed quarterly in-person gatherings for families, providers, and ICC members to connect informally. The committee explored feasibility concerns such as confidentiality, budget limitations, and timing with current contract renewals, with Erica Melies advising caution regarding conflicts of interest during the RFP process. Fran Altmaier offered ADHS facilities as a potential event location, and members agreed to draft a proposal for further discussion with community liaison Lisa Vallee, possibly combining the effort with Child Find public awareness activities.
 - ii. Recruiting and retaining members
 - iii. Provide education for new and existing members
 1. IDEA compliant
 2. Increase efficiency of ICC
 - a. The group also reviewed ideas for improving orientation and engagement for new and pending members. Amy Muñoz raised concerns about individuals waiting long periods for official appointments without adequate guidance, suggesting early orientation or informational materials to maintain involvement. Erica and others proposed rethinking orientation timing and enhancing the ICC webpage to make it more welcoming and informative. The committee also considered allowing public comments at the start of meetings to encourage participation and accessibility. The session concluded with plans to revisit efficiency topics and finalize next steps at a future meeting, as no quorum was present for formal votes.
6. Action/Follow-up
7. Public Comment
8. Next meeting scheduled 01.12.2026
9. 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.**