



Interagency Coordinating Council (ICC) for Infants and Toddlers

ICC Transition Committee Meeting Minutes - Approved 01.13.26

Virtual Meeting

Thursday, November 20, 2025

8:30am – 10:00am

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

Mission Statement

The committee is committed to assisting the Arizona Early Intervention Program (AzEIP) in reaching and maintaining 100% compliance with the timely and high quality transition of all children out of Part C services (early intervention) to Part B preschool and/or other community services, by providing support, guidance, and feedback on policies and procedures.

Attendance

Members

Kendra Benedict (present)
Stephanie Collier (present)
Camille Verdugo (present)
Crystal Ghica (present)
Amy White (present)
Dr. Pilar Vargas (present)

Sonia Samaniego (present)
Tammy Sergent (present)
Bjorg LeSueur (absent)
Billy Henderson (present)
Aanya Metrakos (present)

Staff (AzEIP)

Brittany Page (present)
Chantelle Curtis (present)
Anissa Albert (present)

Amanda Tipotsch (present)
Lisa Vallee (present)

Public

Minutes

1. Call to Order - (Camille Verdugo/ Chair) 8:35AM
2. Read Public Member Notice: Camille Verdugo
3. Minute Approval from Previous Meeting - 9.18.25

- a. Stephanie Collier motioned to approve, Sonia Samaniego second the motion, all approve, Minutes approved
4. Discussion Items/topics
 - a. Transition leadership Vice Chair
 - i. During the meeting, members discussed the need to select a new vice chair as Camille transitions into the chair role. Responsibilities of the vice chair were reviewed, and several individuals were nominated, including Sonia Samaniego, Amy White (interim), and Dr. Pilar Vargas. After clarifications about potential role conflicts and willingness to serve, Dr. Vargas was formally nominated and seconded. The group agreed to proceed with a vote, and—with unanimous support Dr. Vargas was elected as the new vice chair for the transition subcommittee.
 - b. Compliance WorkGroup’s review of Family Survey
 - i. The compliance workgroup, led by Stephanie Collier, presented several strategies to improve the low return rate of family surveys, including offering multiple formats (QR codes, email, text, print, and prepaid mailers), creating a standardized script for service coordinators, sending follow-up reminders, recognizing high return rates, and possibly developing a brief family testimonial video. Members discussed technology access, workflow challenges, survey length, and potential system-generated survey distribution. After extensive discussion, the committee agreed to move forward with submitting the proposed ideas to the ICC committee, and members voted in favor of having Camille present them.
 - c. Child Find Work Group’s review of activities Toolkit Planning ChildFind Referrals
 - i. The committee reviewed the status of the Child Find workgroup’s toolkit project, with Kendra and Sonia noting that the subgroup had completed its work, submitted recommendations to ASIP, and was now awaiting ASIP’s response, so no vote was needed. Members agreed Camille would mention this in the ICC update.
 - d. Quality Practices Work Group
 - e. Work groups continuing
 - i. The group then discussed the status of existing workgroups, noting that both Compliance and Child Find subgroups had finished their assigned tasks. Since there are no new projects, members agreed it makes sense to pause ongoing workgroup activity and reconvene or form new groups only when AzEIP or the ICC requests further work or guidance.
5. Action/follow up
6. Public Comment
 - a. none
7. Schedule Next Meeting: 01.13.26 1-2:30pm
8. Adjourn: 9:39AM