



Interagency Coordinating Council (ICC) for Infants and Toddlers

ICC Executive Committee Meeting Minutes - Approved 4.16.26

Virtual Meeting

Thursday, February 19, 2026

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)

Sonia Samaniego (present)
Marysol Vazquez (present)
Aanya Metrakos (present)
Amber Neubauer (present)
Charlene May (present)
Christopher Keck (present)

Kendra Benedict (absent)
Lana Graber (present)
Amy Munoz (present)
Billy Henderson (present)
Nancy Gutierrez (absent)

Members (Subcommittee Appointees)

Alissa Eromae (present)

Camille Verdugo (present)
Leo Huppert (absent)

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

Minutes

1. Call to Order - (Sonia Samaniego/Chair) 10:32am
 - a. Housekeeping Items - (Marysol Vazquez/Vice Chair)
2. Roll Call (Sonia Samaniego/Vice Chair)
3. Read Public Member Notice - (Marysol Vazquez/Vice Chair)
4. Minute Approval from October 23, 2025 ICC Executive Committee Meeting - (Sonia Samaniego/Chair)
 - a. Charlene May motioned to approve the minutes, Amber Neubauer seconded the motion, all members voted in favor. Minutes approved
5. Discussion Items/Topics (Sonia)
 - a. Educational Topic for next ICC meeting: March 19, 2026
 - i. The council discussed planning the educational topic for the March 19 general council meeting and thanked members for sharing agency contacts and presentation suggestions. Two agencies, Read On Arizona and Feeding Matters, were identified as potential presenters, with ASIP staff coordinating availability and scheduling one for March and the other for the May 21 meeting if possible. Members were encouraged to continue sharing relevant webinar presenters or educational resources in the future so they can be added to the ongoing list of topics maintained by staff, helping ensure a consistent lineup of informative presentations for upcoming meetings.
 - b. Governor Appointed & Subcommittee Applications
 - i. The council reviewed the status of governor-appointed and subcommittee membership applications, emphasizing that members who have not submitted completed applications will not be considered voting members, though they are still encouraged to participate as public members. Sonia noted that staff will inform subcommittees when members are attending meetings to ensure accurate tracking. Council members were reminded to reach out to Brittany if they are unsure of their application status or need assistance, as staff are working to ensure full compliance and balanced representation across all subcommittees.
 - c. Chair & Vice Chair Training
 - i. The council discussed chair and vice chair training, noting the recent changes in membership and leadership roles due to members' evolving personal circumstances. Positive feedback was highlighted regarding the onboarding and welcoming experience for new council members. Sonia emphasized the support provided by AzEIP staff, including Brittany and Lisa, and introduced a forthcoming training slide deck designed to clarify roles, expectations, and transitions for chairs and vice chairs. Lisa confirmed that the council could review the slides during the meeting, and members were invited to ask questions or provide feedback.
6. AzEIP Updates
 - a. The AzEIP team provided updates highlighting local and federal activities, strategic planning efforts, and upcoming events. Ena Binns shared that AzEIP has been working closely within the DES Child and Community Services Division for two years, analyzing enrollment trends, projecting service utilization growth, and identifying operational efficiencies to maximize public and private funding before using Part C funds. She also noted preparations for the upcoming OSEP monitoring review, including document discovery and stakeholder engagement opportunities. Chantelle Curtis and Aanya Metrakos discussed the annual summit on March 4th at the Desert Willow Conference Center in Phoenix, a hybrid event with both in-person and virtual participation, vendor opportunities, and recorded sessions. Lisa Vallee reminded members about the ongoing Tracorp conflict of interest training and annual disclosure

requirements. Sonia Samaniego thanked the AzEIP team for their updates, acknowledging the extensive behind-the-scenes work supporting families and early intervention services.

- b. Tracorp Training & COI Form
7. Committee Updates (Sonia)
 - i. Mission Statements
 - b. Transition Committee (Camille Verdugo / Pilar Vargas / Chantelle Curtis)
 - i. Camille Verdugo shared that the committee has submitted items requested by the ICC and is reviewing its mission statement and operational structure, including whether to maintain ongoing subcommittees or operate on an as-needed basis. The committee welcomed new members and emphasized that it serves children from 0–5, encouraging participation to maintain balanced representation.
 - c. Fiscal Committee (Amber Neubauer / Leo Huppert / Lisa Casteel)
 - i. Amber Neubauer reported transitions within the committee, including the vice chair stepping down in May. The committee is brainstorming ways to improve third-party liability processes, assist AzEIP and contractors with insurance consents, and educate families on using benefits. Ideas under consideration include family-friendly videos and guidance materials, though no finalized initiatives were shared yet. New members will be joining upcoming meetings to help maintain subcommittee balance.
 - d. Family Engagement (Laurie Shook / Alissa Eromae / Tanya Goita)
 - i. Alissa Eromae announced that following Lori Shook’s resignation, she is stepping in as chair and Danielle Merrill as vice chair. The committee welcomed two new members and confirmed the March family story. Key projects include streamlining the subcommittee application process for family members, such as developing a roadmap or resume template to reduce barriers while maintaining required standards. The committee continues to encourage sharing content for Facebook engagement.
 - e. Development Committee (Christopher Keck / Amy Munoz / Erica Melies)
 - i. Christopher Keck shared that the committee is clarifying its mission statement and focusing on retaining and recruiting members. Efforts include fostering connections, increasing engagement, and creating a sense of belonging to retain current members and encourage participation from new members. Discussions emphasized keeping ICC and subcommittee members informed and engaged to strengthen overall involvement.
8. Public Comment
 - a. none
9. Action/Follow-up
 - a. Sonia Samaniego reminded members to complete any outstanding Conflict of Interest (COI) forms and online Tracorp training to ensure compliance. She also encouraged members who have not yet submitted their subcommittee applications, but are still interested, to do so. Sonia acknowledged that several members have already submitted applications or shifted their interests between subcommittees, and expressed appreciation for their participation and feedback.
10. Schedule Next Executive Committee Meeting April 16, 2026
 - a. ICC General Council March 19, 2026
11. Adjourn 11:43am

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. Requests should be made 48 hours prior to the meeting.