



INTERAGENCY COORDINATING COUNCIL (ICC)

FOR INFANTS AND TODDLERS

Draft Minutes

ICC Executive Committee Meeting Minutes

Virtual Meeting

Thursday, February 22 · 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)

Sarah Patrick Greene - Present

Lana Graber - Present

Laurie Shook - Late

Sonia Samaniego - Present

Stacey Reinstein - Absent

Amy Munoz - Absent

Amber Neubauer - Present

Dana Hutchings - Absent

Suzanne Perry - Present

Olivia Lindly - Absent

Kendra Benedict - Absent

Charlene May - Present

Kelly Lalan - Present

Stephanie Collier - Present

Staff (A)zEIP

Amy Aeed - Present

Anissa Albert - Present

Tanya Goitia- Present

Lidia Gonzales- Present

Erica Melies- Present

Lisa Vallee- Present

Pamela Meurer- Present

Amanda Tipotsch- Present

Ena Binns-Present

Lisa Casteel- Present

Karylann Converse- Present

Chantelle Curtis- Present

Jeremiah Hale- Present

Amanda Honeywood- Present

Minutes

1. Call to Order (Sarah Greene / ICC Chair)
 - 10:34 am
2. Read Public Member Notice (Sarah Greene)
3. Minute Approval from Previous Meeting 10/20/2023 (Sarah Greene / ICC Chair)
 - Kelly Lalan motioned to approve and Amber Neubauer seconded approval.
 - Suzanne Perry - Aye
 - Lana Graber - Aye
 - Charlene May - Aye
 - Stephanie Collier - Aye
 - Sarah Greene - Aye
 - No responses - Nay
4. Committee Updates (brief/any need for Executive guidance/support)
 - Transition Committee (Stephanie Collier / Chantelle Curtis)
 - i. Stephanie Collier stated before the holidays the draft for transition conference script as well the transition agenda were sent and has already received feedback from everyone. Camille made some changes based on the feedback so in question what is the next step should be send it out to ICC. Chantelle stated after changes were made the document will be sent to ICC to look at again before voting. Chantelle stated will send out the letter 2 weeks before the next ICC meeting for a vote. The ICC committee will need to review the document before making a vote.
 - ii. Plans for the document to go to the full council for a vote
 - Fiscal Committee (Amber Neubauer / Lisa Casteel / Jeremiah Hale)
 - i. Committee is working on trying to assist in the family participation with the ICC. Amber Neubauer has reached out to family engagement and will attend the next meeting to work with getting families involved with the ICC.
 - ii. Jeremiah asked the ICC to nominate who they want to send to the national conference.
 - Family Engagement Committee (Laurie Shook Interim Chair / Tanya Goitia)
 - i. Laurie Shook stated that the committee has finished going through Child and Family right packets, changes were made that are more family friendly, and now just waiting for approval. Also working on family stories that will be coming up, just in reminder if any family in the AzEIP program would like to present their stories please reach out to Lisa Vallee and Laurie Shook. Lastly, trying to recruit family involvement to join ICC. Lana stated if the committee is needing some assistance for backup families (extra for the next meeting) they can send any families to Laurie Shook.
 - ii. They currently have a family in the pipeline for next meeting
 - iii. Trying to recruit for more family involvement
 - iv. They are still struggling with the Facebook page engagement. Posting for free community programs and events but not getting engagement. Laurie asked the committee to like the page and share it.
 - Development Committee (Sarah Greene / Erica Melies)

- i. Sarah stated the Development Committee is ready to present the role of responsibility for the subcommittee chair and vice chair positions. At this time the role of secretary is on hold.
- ii. Sarah asked if the Secretary role could be a paid position or put in the budget for ICC
- iii. Sarah asked for the Development Committee for a new chair to step up since she is the new ICC Chair

5. AzEIP Updates (AzEIP)

- New appointments from the Governor's Office (Lisa Vallee)
 - i. Boards and Commission (B&C) sent emails to Lana, Sonia, Charlene, and Olivia for the notice of appointment. Each member must submit their notarized loyalty oath back to B & C.
 - ii. Kelly is still awaiting her renewal, as well Stephanie Collier. Lisa V will forward a request to the governor office for status of pending applications.
- New member orientation training slides (Lisa Vallee)
 - i. Training slide-Previous Community Liaison put together for new member orientation slides. Lisa V is taking the lead and looking over in getting the slides updated. AzEIP would like assistance from ICC to update.
- Open Meeting Law (OML) presentation scheduled for 3/28 ICC meeting (Lisa V)
 - i. Christopher Moore with DES agreed to do a presentation on overview of Open meeting law. There is a video link in the new appointment to the subcommittee letter with OML requirements.
- APR/SPP update (Annie Converse)
 - i. Annual performance report- submitted on 1/31/23 it is now posted on the website. Next steps in April OSEP will submit a question to all the state's providers and response will be provided from OSEP in June.

6. ICC Updates (ICC Members)

Laurie shared about the Special Day for Special Kids Event

Kelly shared about Infant Toddler Mental Health training tomorrow.

- Updates (if any) on applications renewals / Candidates for open roles
 - i. Discussed above
- 2024 Conference schedule-

- i. 2024 conference scheduled being Aug 5-7 in Washington DC. 2024 OSEP Conference - August 6-8, Arlington VA There are a lot of opportunities to meet OSEP staff and get guidance from OSEP. AzEIP will start getting conference details and would like from ICC who is going to send for the conference. AzEIP stated to ICC it would benefit to send a family rep and ICC member. Lana suggested the next ICC meeting to have it on agenda topic for everyone to discuss on who to nominate and show a presentation on what conference are and details. There is a timeline for registration so the next if its decided and let Lisa V know so that can process and give AzEIP time to look over the opportunity to see what the financial stance on ICC attending. Improving data and Improving outcome conference 3/28/2024 is a good conference to attend to get more details.
- ii. Amber highly recommended any ICC member who wants to attend because of the opportunity to connect with other states
- iii. Annie suggested the ICC determine who will attend the conference as soon as possible to ensure registration and lodging

6. Discussion items (Sarah Greene)

- o Educational Topics available for March meeting
 - i. AZ Resources AZ 2-1-1 / Kristin Bandy
 - ii. Desert Voices - Spoken Language Program/ Brandy Petrone
 - iii. SOAR Autism Center - ABA / Chris Smith

Sarah stated these three resources to choose from on who to present at the 3/28 meeting. All will be available, but will need to choose and pick the order to set up for the rest of the year. The council can discuss what to do, Sarah is opening and needing feedback on the three sources. Lana stated in consideration the timeline for the resources they will have a 20 min time frame to do a presentation. It is possible for two Educational Topics to present during the meetings. Sarah is good with the order listed on the resources; all ICC agree together. Lisa V will reach out to all 3 for updates and availability to present. If anyone knows anyone that would like to present, please let Lisa V know.

- o Family Story for March meeting
 - i. Laurie states has not heard any updates from Cynthia. But do have her story that she submitted on the Family Story Google Form; Laurie will reach out to Cynthia for status on her story. Any backup please let Laurie know.
- o Agenda items for next Council meeting
 - i. Voting for transition committee documents
 - ii. Voting for development committee documents
 - iii. OSEP conference update and annual performance report update
 - iv. Education Topic 211
 - v. Open Meeting Law

vi. Family story

7. Action/follow up: Add to the agenda for the ICC meeting on March 28th add the OSEP Leadership Conference Tuesday, August 6, 2024 - Thursday, August 8, 2024 Washington DC (Arlington, VA) <https://osepideastthatwork.org/osep-meeting/2024-osep-conference> and Improving Data Improving Outcomes: August 25-August 30, New Orleans, LA <https://dasycenter.org/events/idio-2024/> to see who will attend.
8. Public Comment: None (Sarah Greene)
 - o None
9. Schedule Next Executive Committee Meeting - Thursday, April 25· 10:30am – 12:00pm
10. Adjourn: (Sarah Greene) 11:33am

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