



INTERAGENCY COORDINATING COUNCIL (ICC)

FOR INFANTS AND TODDLERS

Draft Minutes

Interagency Coordinating Council Meeting

ICC Council Meeting / Virtual Meeting

Thursday, March 28 · 10:30am – 1:00pm

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
Sonia Samaniego - Present
Laurie Shook - Present
Stacey Reinstein - Late
Lana Graber - Present
Amy Munoz - Present
Amber Neubauer - Present

Dana Hutchings - Present
Stephanie Collier - Present
Suzanne Perry - Absent
Olivia Lindly - Absent
Kendra Benedict - Present
Charlene May - Absent
Kelly Lalan - Absent

Members (Subcommittee Appointees)

Gini Britton - Absent
Alissa Eromae - Present
Jennifer Forschio - Absent
Crystal Ghica - Present
Kyle Hammond - Present
Pv Jantz - Present

Christina Quast - Absent
Jenee Sisroy - Absent
Camille Verdugo - Present
Amy White - Absent
Syliva Acosta - Present

Staff (A)zEIP

Amy Aeed - Present
Anissa Albert - Present
Jerrilene Antone Morton - Present
Ena Binns - Present

Lisa Casteel - Present
Karylann (Annie) Converse - Present
Chantelle Curtis - Present
Tanya Goitia - Present

Jeremiah Hale - Present
Amanda Honeywood - Present
Jessica Jimmerson - Present

Erica Melies - Present
Pamela Meurer - Present
Amanda Tipotsch - Present
Lisa Vallee - Present

Public

Jamie Hillman
Christopher Moore
Jen- Sign Language Interpreter
Terri Hayes - Sign Language Interpreter
Aanya Metrakos
Marilyn Lopez

Kristin Bandy
Team Solari
Emily Singleton
Alison Lucas
Alissa Jones

1. Call to Order 10:33 am (Sarah Greene, ICC Chair)
2. Read Public Member Notice (Sarah)
3. Family Story - (Laurie)
Presenting Jamie Hillman family story.
4. Educational Topic - Kristin Bandy - AZ 2-1-1 (Sonia Samaniego, Vice Chair)
Get Listed <https://211arizona.org/partners/get-listed/>
Here's the link to the How to Search guide in English and Spanish:
<https://211arizona.org/how-to-search-211-az-website/>
How to Search the 2-1-1 Arizona Website - 2-1-1 Arizona
5. Open Meeting Law Presentation - Chris Moore (Sonia)
Presented a PowerPoint on the rules and regulations of open meeting law. Arizona Open Meeting Law can be accessed through the state legislature website- <https://www.azoca.gov/open-meeting-and-public-records-law/open-meetings/>
6. ICC Updates - (Sarah)
 - Minute Approval from Previous Meeting (vote)
Jan 18th, 2024, meeting Amy Munoz motioned to approve minutes and Sonia seconded the approval. The motion was approved unanimously. Minutes approved.
 - Improving Data Improving Outcomes (IDIO) Conference - 8/25-30 (vote)
Aug 25-30 at the last meeting to discuss potential people attending. Anyone interested in attending the conference Kendra Benedict asked questions about the conference. Annie data manager of AzEIP explains the conference and the link to look at data. The conference is for Individuals with Disabilities Act (IDEA) part c and part b state staff, parents, leaders, and others that want to improve data outcome. It's a helpful conference because they have sessions for ICC state staff so all different members from different states come together for a session. Improving child outcome, data system, policy, and recent guidance of Office of Special Education Programs (OSEP). Ena and Jeremiah

will go over on the budget side. There is another conference after, but this is more technical on OSEP requirements. Ena stated that they are financing two people that can attend so one council member per conference. It can be one of each conference or both council members want to go to a particular conference. ICC can be decided on which way to go. Volunteer in attending this conference- Dana Hutching is interested and would love to attend as a provider not sure if this could help the fiscal committee. Amber Motioned to approve Dana Hutchings to attend the conference and Lana 2nd on approval. The motion was approved unanimously.

Motion approved for Dana Hutchings to attend the IDIO Conference

- OSEP Leadership - 8/6-8 Arlington VA - (vote)

8/6-8/8 who would like to attend this conference. Sonia Samaniego stated she would like to attend. Laurie Shook motioned to approve, and Lana Graber seconded approval. All committee members all favored stated aye. Motion was approved unanimously for Sonia to attend the OSEP Conference

- Pending applications for membership
 - i. Stephanie Collier
 - ii. Kelly Lalan
 - iii. Melissa Busby

They are still pending in the governor office. It takes a while to get the box checked, Lisa Vallee has been tracking and getting updates from the governor's office. Amy Munoz received an email to redo her application and she completed it but hasn't heard any response yet wanting to know what is going on because her name is not on the list. Expired in Jan, Lisa V will investigate it.

7. Committee Updates

- Transition - Stephanie Collier / Chantelle Curtis

Stephanie stated that they have the transition conference script that needs to be voted on and it was sent out in late 2023 for feedback, they made the changes based upon the feedback, and now it's ready for a vote. Committee did review and comments were sent back there were no additional edits, before voting a comment from Dana states it looks great the document will be extremely helpful and appreciate the committee working on it. Stephanie stated they are still seeing that families are not getting the Transition guides and links to the transition video. We need to remember that this is a good tool to provide for families to assist on the next step.

- i. Transition Conference Agenda (vote)

Dana motioned to approve the Transition Conference Agenda and Amber seconded to approve. The motion was approved unanimously.

- ii. Transition Conference Script (vote)

Motion to approve Transition conference script Charlene motioned to approve and Dana second the motion. The motion was approved unanimously.

- Fiscal - Amber Neubauer / Lisa Casteel / Jeremiah Hale

Amber doesn't have much to report and was able to join the family engagement committee, both committees would work together to increase family engagement. Discuss how to reimburse the family members for their time.

- Family Engagement - Laurie Shook / Tanya Goitia

Lori is excited that the fiscal committee is working together to provide compensation for families involved with ICC. We are working on getting more

families to share their story. We are going to continue to try and get families to participate. If anyone has any families that would like to share, please reach out to Laurie or Lisa V. The Family Engagement Committee has reviewed and edited the child right packet nearing completion. Input to be more family friendly. Lastly, the Facebook page is getting a bit more engagement. Please share and send information to ICC email for stories to post or events, maybe an article that can be put on the Facebook page.

o Development - Sarah Greene / Erica Melies

Sarah updates the new chair that has been approved. Ariel Sanchez is going to be in the chair and excited. We are looking for a Vice chair. Sidelined a role for secretary. Sarah emailed to the member a description of each role for each chair member, and everyone reviewed the roles of chair and vice for the subcommittee with any question or feedback before voting.

i. Approval of the Roles for Chair and Vice-Chair (vote)

Motion to approve Lana motioned to approve and Laurie second the motion. All committee members voted in favor of the Roles for Chair and Vice-Chair. The motion was approved unanimously.

8. AzEIP Updates (AzEIP Team)

- DES Policy Change- Google sharing is no longer able to be used with people outside of the organization. If a document is not able to be accessed, reach out to AzEIP.
- Data- After the last meeting the state performance plan has been submitted and is posted. If you need support in assisting in reading, reach out to Annie. AzEIP is using grant funding AARP to improve technology and received stakeholder feedback and AzEIP joined another program and is now using OnBase. We will be collecting records that will impact ICC documents that will change on how to share and maintain. But this will help retain documents and destroy once it hits mandated dates. ICC agenda meeting minutes and any committee application will be on OnBase rather than the share drive. Once it is completed, converting everything will let everyone know.
<https://des.az.gov/sites/default/files/dl/FFY-2022-AZ-Part-C-SPP-APR.pdf?time=1711563691849>
- Fiscal- FFY2024 Part C has been posted to the AzEIP/DES website for public comment.
<https://des.az.gov/content/ffy-2024-idea-part-c-grant-application-federal-funds-open-public-comment>. Please send any feedback that you may have. Budget for conference attendees. Thank you for getting those processed. Any other that would like to be involved to submit a proposal advising budget changes for ICC and opportunities for funds in other areas that are priority for ICC purposes.
- Programmatic- are focusing on four initiatives-
 - o Family Engagement teamed up with Arizona State University (ASU) to look at a report of equity. We have been selected to be a text message pilot with Notify.gov Updates on the resource library on the AzEIP website. If you have any community resources, please reach out to AzEIP.
 - o Focus on updating forms that are easy to read and family friendly.
 - o Family videos are not AzEIP videos are accessible for Spanish speakers so we will be getting those updated.
 - o Child Find- Birth to 1 age group are not on the same level of referrals as other areas, ages 1-2, and ages 2-3. We are figuring out what we can do.
 - o Building and expanding working with ADE and working other community partners

- Professional development- focus on topics continuing relating to working with DES on office and development for personnel. We had about 380 participants at the Early Intervention/Early Childhood Special Education Summit last month. A dedicated day for Early Intervention professionals. EI presentations provided by service coordinators and early head start. Family sharing their story about their transitions. A lot of CSPD involvement and some fatherhood sessions were great.
- Pilot Text messaging program- Amy Aeed presented the pilot of the program kicking off shortly. AzEIP entered an agreement with a federal partner with notified.gov. This is going to be used for reminders, tasks, appointments, events to families this is one way text message recipients will have the option to opt out. Prior to this will issue an outreach on receiving text. AzEIP is the primary user, the SPA (Service Providing Agency) will not be sending the messages. We need support from all staff that AzEIP is engaged in this process, if families can reach the SPA can inform families that it's from AzEIP and it's a pilot program. Sending out a survey with questions to assist with the program and any ideas will help us. Blog from General Services <https://www.gsa.gov/blog/2024/03/18/notifygov-is-helping-government-meet-families-where-they-are>.
- Recruitment and Retention Flyers have been made DSI:
<https://des.az.gov/sites/default/files/dl/GCI-1194A.pdf?time=1710375450512> SC:
<https://des.az.gov/sites/default/files/dl/GCI-1195A.pdf?time=1710375450512> ECSE:
<https://des.az.gov/sites/default/files/dl/GCI-1196A.pdf?time=1710375450512>
 All these are available on the website. Please share them.
- Community Engagement- ICC to be aware that Lisa V and Jerrilene are available to provide resources on AzEIP. Any questions for anyone to reach out to AzEIP. If you have information to add to the newsletters, please send to Lisa V to share in the Gazette. We would like to increase AzEIP exposure. A lot of events are free for families to attend here is the link ICC Facebook page - Arizona Early Childhood Community <https://www.facebook.com/azearlychildhoodICC>
- Team Based Early Intervention Services (TBEIS)- Centralized Background Checks (CBC) Portal will be launched in April 2024. General notices were issued to AzEIP Service Providing Agencies

9. Action/follow up:

- Follow up with each subcommittee to have a plan to get a vice chair in place.
- Follow up on Boards and Commissions appointments from Governor's office.

10. Public Comment:

- None

11. Schedule Next Meeting: Thursday, May 23 10:30am-1:00pm

12. Adjourn: 12:27pm (Sarah)

- Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and other nondiscrimination laws and authorities, Arizona Department of Economic Security (ADES) does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable modification based on language or disability should submit a request as early as possible to ensure the State has an opportunity to address the modification.
- Persons with a disability may request reasonable accommodations, such as a sign language interpreter, by contacting Amanda Honeywood- ahoneywood@azdes.gov or phone at (602) 532- 9960. Requests should be made 48 hours prior to the meeting.
- 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.

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