



Interagency Coordinating Council (ICC) for Infants and Toddlers

Development Committee Meeting Minutes - Approved 5.13.25

Virtual Meeting

April 8, 2025

12:04pm-12:56pm

Attendance

Members

Dr. Christopher Keck - Present
Amy Munoz - Present
Carina Brokamp - Absent
Olivia Jasmine Lindly - Present

Frances Altmaier - Present
Jennifer Forschino - Present
Melissa Busby - Present

Staff (AzEIP)

Erica Melies - Present
Amanda Tipotsch - Present

Pamela Meurer - Present
Brittany Page - Present

Public

No public attendees

Minutes

1. Meeting called to Order by Dr. Christopher Keck at 12:04pm
2. Public Member Notice read by Dr. Christopher Keck
3. Minute Approval from Previous Meeting:
 - a. 3/13/25
 - i. Motioned by Amy Munoz
 - ii. Seconded by Jennifer Forschino
 - iii. Motion passed (Aye: Dr. Christopher Keck, Jennifer Forschino, Amy Munoz, Olivia Jasmine Lindly, Melissa Busby, Frances Altmaier)
4. Discussion Items/Topics
 - a. Vice Chair nominations/volunteers
 - i. Amy Munoz volunteered to be considered for the Vice Chair
 1. Motioned by Dr. Christopher Keck
 2. Seconded by Frances Altmaier

3. Motion passed (Aye: Jennifer Forschino, Olivia Jasmine Lindly, Melissa Busby, Dr. Christopher Keck, Amy Munoz, Frances Altmaier)
 - b. Survey review
 - i. Reviewed and updated ICC Development Committee Survey questions.
 1. Survey will be sent to ICC Development Committee members by 4/9/25.
 2. ICC Development Committee members will complete and provide feedback by 4/16/25.
 - a. Motioned by Amy Munoz
 - b. Seconded by Jennifer
 - c. Motion passed (Aye- Amy Munoz, Jennifer Forschino, Dr. Christopher Keck, Frances Altmaier, Melissa Busby)
 - c. Review of Bylaws
 - i. Expand Representation
 1. Tribal representation
 2. Housing Department representation
 3. University - Board of Regents representation
 - ii. Ensure all ICC members are knowledgeable with the 7 Key Principles of Early Intervention
 - iii. Align references to parent to be in alignment with federal statute
 - iv. Combine committee chair roles
 - v. Include reference to where to locate summary of Robert's rules of order
5. Action/Follow-up
 - a. At next ICC Executive Committee Meeting, Dr Keck will
 - i. Share ICC Bylaw suggested edits.
 - ii. Announce the new Vice Chair of the Development Committee.
 - iii. Announce ICC Development Committee Survey.
 - b. AzEIP team will
 - i. Finalize Google Survey Form and send to Development Committee Members by 4/9/2025.
 - c. Development Committee members will respond to ICC Development Committee Survey no later than 4/16/25.
 6. Public Comment- no public comments
 7. Next meeting scheduled for May 13th, 2025 2:30pm–3:30pm
 8. Meeting Adjourned at 12:56 by Dr. Christopher Keck

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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.**