



# Interagency Coordinating Council (ICC) for Infants and Toddlers

## ICC Executive Committee Meeting Minutes - DRAFT

Virtual Meeting

Thursday, April 16, 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.

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### Attendance

#### Members (ICC Governor Appointees)

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

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

#### Members (Subcommittee Appointees)

Alissa Eromae (absent)  
Pilar Vargas (present)

Camille Verdugo (present)  
Leo Huppert (absent)

#### Staff (AzEIP)

Brittany Page (present)  
Anissa Albert (present)  
Ena Binns (present)  
Lisa Casteel (present)  
Annie Converse (present)  
Chantelle Curtis (present)  
Tanya Goitia (present)

Jeremiah Hale (present)  
Amanda Honeywood (present)  
Jessica Jimmerson (present)  
Erica Melies (absent)  
Pamela Meurer (present)  
Amanda Tipotsch (present)  
Lisa Vallee (present)

#### Public

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# 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 Previous Meeting - February 19, 2026
  - a. Charlene May motioned to approve, Dr. Keck seconded, all members voted in favor; minutes approved
5. Discussion Items/Topics
  - a. Educational Topic for next ICC meeting: May 21, 2026
    - i. Feeding Matters
      1. Sonia Samaniego shared that the only discussion item was the educational topic for the May 21, 2026 general council meeting. She thanked council members for providing contact information and helpful topic suggestions, noting that this input has been valuable for the AzEIP team in planning future meetings. The confirmed educational topic for the May meeting will be presented by Feeding Matters, and members are encouraged to continue sharing additional topic ideas with the AzEIP team for future sessions.
6. Committee Updates
  - a. Transition Committee (Camille Verdugo / Pilar Vargas)
    - i. Camille Verdugo reported on the Transition Committee meeting, highlighting several key items needing clarification, including whether Child Find will remain within the transition committee or function as a separate work group, and how to proceed with a previously developed family survey script from the compliance work group. She also noted interest in potentially having the statewide Transition Community of Practice present at a future IC meeting and shared that the committee is reviewing transition policies, including PEA notification and IFSP transition forms, to improve alignment and flow between Part C and Part B processes. Members discussed the value of keeping Child Find as a standalone work group due to its importance and lower AzEIP numbers, and leadership confirmed that clarification questions will be addressed and followed up on.
  - b. Fiscal Committee (Amber Neubauer / Leo Huppert)
    - i. Amber Neubauer shared updates from the fiscal subcommittee, noting three main areas of work. First, the group plans to develop a video for service coordinators to help explain funding and the use of insurance to families, with the goal of improving TPL usage, starting with drafting a script. Second, they will continue work on the family reimbursement proposal by collaborating with the family engagement committee to develop next steps such as forms, applications, term limits, and family-facing materials. Finally, the subcommittee will gather more detailed information from committees about anticipated funding needs to support AzEIP in developing future budgets.
  - c. Family Engagement (Alissa Eromae / Dani Merrill)
    - i. Danielle Merrill provided updates from the family engagement committee, noting ongoing work to develop a family story for an upcoming meeting, with slides expected next week and a continued request for members to share this opportunity with families, including providing consent forms as needed. She also shared that the committee collaborated with the development committee to review and improve the application process to make it clearer and easier for both families and professionals to understand.
  - d. Development Committee (Christopher Keck / Amy Munoz)

- i. Christopher Keck shared updates on collaborative work to create one-page educational tools that explain the process for Governor's Office of Boards and Commissions nominations, including all required steps, common challenges, and guidance for applicants while they wait for approval. A second one-pager will outline how to join a committee or subcommittee, with both documents designed to improve clarity, include links to additional resources, and help participants understand expectations, including time commitments. The goal of these tools is to make engagement pathways clearer and more accessible for new and potential members, with additional input confirming the importance of including time commitment information.
7. AzEIP Updates
  - a. Lisa Vallee provided an update on preparations for the upcoming OSEP monitoring visit, noting that the team is gathering required documentation for submission in June and anticipating a visit in the fall. Ena Binns added that they are also preparing for an upcoming conversation with the Office of Special Education to better understand the interview process, including expected questions for ICC members and other stakeholders. The team plans to compile and share this information with early intervention partners to ensure everyone is informed about the review process and what participation will entail.
8. Public Comment none
9. Action/Follow-up
  - a. Sonia will follow up on clarification questions and coordination between subcommittees, as well as gathering fiscal and budget information from committees. She also reminded members to respond to training emails.
10. Schedule Next Executive Committee Meeting August 20, 2026
  - a. ICC General Council May 21, 2026
11. Adjourn 10:57am

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