



# INTERAGENCY COORDINATING COUNCIL (ICC) FOR INFANTS AND TODDLERS

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## ICC Executive Committee Meeting

Friday, April 21, 2023, 10:30am-12:00pm

### Meeting Minutes

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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#### ICC Committee

Lana Graber - Present

Sarah Patrick Greene - Present

Suzanne Perry - Present

Charlene May - Present

Sonia Samaniego - Present

Dana Hutchings - Present

Amber Neubauer - Present

#### AzeIP

Lisa Vallee - Present

Erica Melies - Present

Jerrilene Antone Morton - Present

Anissa Albert - Present

Tanya Goitia - Present

Jeremiah Hale - Present

Lidia Gonzales - Present

Amanda Honeywood - Present

Anissa Albert - Present

Kellie Verdicchio - Present

Lisa Casteel - Present

Amanda Tipotsch - Present

#### DISCUSSION TOPICS / PRESENTATION(S)

- Call to Order (Lana Graber, ICC Chair) 10:36 am
- Read Public Member Notice
- Minute Approval from February 24, 2023 Meeting (Lana Graber, ICC Chair)
  - Motion Sarah Patrick Greene
  - Second Amber Neubauer
  - Sarah Patrick Greene - Aye
  - Suzanne Perry - Aye
  - Charlene May - Aye
  - Sonia Samaniego - Aye
  - Dana Hutchings - Aye
  - Lana Graber - Aye
  - Amber Neubauer - Aye
- Committee Updates (brief/any need for Executive guidance/support)
  - Transition Committee (Stephanie Collier/Chantelle Curtis)

- The Committee was not able to meet before the last ICC Meeting.
  - They are working on getting a script and agenda put together for Transition Conference
  - Two subcommittees, one that is working on compliance and the other is working on best practices
    - The compliance group is working on talking about what is required for transition activities
  - The Committee is planning to meet on May 1, 2023, to have a committee meeting, then break out to the subgroups
  - The workgroup meeting agendas are to be posted publicly 24 hours prior to the meeting. Administrative conversations do not need to be made public
- Fiscal Committee (Amber Neubauer/Lisa Castell)
  - There is no support needed at this time
  - Going to help AzEIP find alternate funding sources
- Family Engagement Committee (Laurie Shook/Interim Chair/Tanya Goitia/Annie Converse)
  - There is no support needed at this time
  - There was not a quorum at the last two meetings
  - There are a couple of new families applying
  - Updates to the ICC Brochure and working on the Family Rights Handbook
  - Families are lined up for family stories
  - ICC Facebook page: <https://www.facebook.com/azearlychildhoodICC>
  - Content Requests: [iccsocialmedia@azdes.gov](mailto:iccsocialmedia@azdes.gov)
  - Lisa Vallee is working with the Boards and Commissions to get family applications in place
  - There is a service-providing agency planning on submitting an application
  - The information regarding the family story should be sent to Lana Graber one week before the agenda is due to AzEIP
- Development Committee (Sarah Greene/Erica Melies)
  - Were not able to have a Development Committee Meeting. The next meeting is April 28, 2023
  - No support from the Executive Committee is needed other than recruitment for the Committee. This will be worked on jointly by the Executive Committee and the Chairs of each committee
- AzEIP Updates
  - Would like to have the agendas and information sent in three days prior to the meetings. Lana Graber will send out a reminder to the committee members to have the agendas sent out in time. It would be best to include Lisa Vallee in the email by sending it to ICC Email inbox: [azicc@azdes.gov](mailto:azicc@azdes.gov). Also, send it to the AzEIP staff member on the committee
  - A Quality Assurance and a Technical Assistance Specialist were hired
    - Amanda Tipotsch is the new Technical Assistance Specialist
    - Pamala Meurer is the new Continuous Quality Improvement Coordinator
  - AzEIP is working on hiring the Part C Coordinator
- ICC Updates (ICC Members)

- Topics for Executive Committee Members as needed
  - The first week in May there is a regional cohort meeting. The topics of the meeting will be changes to the child outcome summary process that the state is implementing and updates to transition to our guidance. Going to be presenting best practices on the Transition Conference Meeting, the review of existing data, and the transition timelines
  - Regional Cohort Meeting: topic--Transition and Child Outcomes Summary Process May 8, 9, 11 (same info all three days) 1:00pm to 3:00pm  
<https://us02web.zoom.us/meeting/register/tZAvd-GuqDstG9AI464XHywsqVNi8UI8FEFZ>
  - Sonia Samaniago has been contacting the Executive Committee concerning her transition out of her position. P.V. Jantz is coming over from RSA and will be the new family service specialist for Arizona Commission for the Deaf and the Hard of Hearing.. Sonia Samaniago will be staying on the ICC as a provider
    - Please use Sonia Samaniago's email [facesofaz@gmail.com](mailto:facesofaz@gmail.com) or phone number 480-291-4511
- Council Meeting Agenda Items (Lana Graber, ICC Chair)
  - The Council Meeting is scheduled for May 19, 2023, from 11:30am to 2:00pm
  - If there are any additional agenda items, please send them to Lana Graber
- Educational Topic/Family Story for the next ICC meeting(s)
  - There are presenters set up for the remainder of the ICC Council Meetings
  - There is a link for the open meeting law on the AzEIP website. Lisa Vallee is working on an updated video. The current video can be found at the Open Meeting Law video on the Department of Economic Security website
    - Open Meeting Law video <https://www.youtube.com/watch?v=T583qHGTInA&t=1s>
  - The Committee will be posting a position in our unit for a Lead Program Specialist in the Early Childhood Special Education unit within the next week
  - Working on the outcomes that are produced by the participation in the preschool programs
  - Talks with OSEP that came up were around building the family's capacity while providing early intervention services
    - OSEP Policy letter that came out on Transition from Early Intervention to Preschool: <https://sites.ed.gov/idea/idea-files/policy-letter-march-17-2023-to-nix/#:~:text=OSEP%E2%80%99s%20Policy%20Letter%20to%20Jennifer%20Nix%20clarifies%20the,conference%2C%20referral%20and%20late%20referrals%2C%20and%20reporting%20responsibilities>
  - Would like an opportunity to have updates from AzEIP. Would like to know how to get children over to AzEIP. There are families trying to work directly with the providers instead of going through RSK. If Dynamite receives a direct referral, they help the family put the referral directly into AzEIP
  - Lisa Vallee will work with the providers to refer the families. Please reach out to Lisa Vallee ([lvallee@azdes.gov](mailto:lvallee@azdes.gov)) if help is needed
- Discussion on application renewals

- Administrative items have been gone over by Lana Graber and Lisa Vallee
  - There are several vacancies on the roster for ICC
  - Please send Lisa Vallee the confirmation numbers of the applications, so she may follow up with the Boards and Commissions
    - Sonia Samaniego, Suzanne Perry, Charlene May, Dana Hutchings, Janet Vilorio, and Lana Graber will send their information concerning their ICC applications
    - The contact information for the Boards and Commissions is [bc@az.gov](mailto:bc@az.gov)
  - If a position has not been renewed or a replacement has not been found, that ICC member will continue in that position. This information is posted in the bylaws
- Candidates to fulfill open roles/changing roles
- Agenda items for next Council meeting
  - No additional items to add at this time
  - If there are any agenda items, please let Lana Graber know one week before the agenda is due
- Updates (if any) on application renewals/candidates for open roles
  - Lisa Vallee has been reaching out to individuals regarding their applications to fill the open roles
- Discussion regarding ICC members going to the OSEP leadership conference in Washington DC
  - Dana Hutchings and Amber Neubauer are interested in going to the conference
  - There is a preference for a family member and an ICC member to go
  - Lana Graber will send an email out to ask if a family member would like to go to the conference
  - This will be addressed at the next ICC Council Meeting and have a vote
- Public Comment:
  - No public comment
- Next Executive Committee meeting is scheduled: August 18, 2023 from 10:30am-12:00pm  
Meeting ID [meet.google.com/yml-hrsg-txi](https://meet.google.com/yml-hrsg-txi)  
Phone Numbers (US)+1 575-394-8051 PIN: 374 608 058#
- Adjourn: (Lana Graber/ICC Chair) 11:45am

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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 any time on the agenda. **This agenda is subject to amendment up to 24 hours before the meeting**