



INTERAGENCY COORDINATING COUNCIL (ICC) FOR INFANTS AND TODDLERS

ICC Executive Committee Meeting Draft Minutes

Virtual Meeting

Thursday, April 25, 2024

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

Olivia Lindly - Absent
Kendra Benedict - Absent
Charlene May - Late
Kelly Lalan - Absent
Stephanie Collier - Absent
Aanya Metrokos - Present

Members (Subcommittee Appointees)

Ariel Sansom - Present

Staff (AzEIP)

Amy Aeed - Present
Anissa Albert - Present
Ena Binns - Present
Katherine Bruno - Present
Lisa Casteel - Present
Annie Converse - Present
Chantelle Curtis – Present
Tanya Goitia - Present

Lidia Gonzales - Present
Jeremiah Hale - Present
Amanda Honeywood - Present
Jessica Jimmerson - Present
Erica Melies - Present
Pamela Meurer - Present
Amanda Tipotsch - Present
Lisa Vallee - Present

Minutes

1. Call to Order - Sarah Greene/Chair 10:32am
 - o Housekeeping Items - Sonia Samaniego/Vice Chair
2. Read Public Member Notice - Sonia Samaniego/Vice Chair
3. Minute Approval from Previous Meeting - Sarah Greene/Chair

- February 22nd, 2024-minutes will be voted next meeting due to lack of quorum.

4. Committee Updates

- Transition Committee - (Stephanie Collier / Chantelle Curtis)
 - i. Transition doesn't have much to update, we are planning to have a subgroup that still doesn't have a name for it yet. The compliance group and the quality practice group are planning to meet and decide what is next for the approval of the transition script and agenda. Quality practice met last week. They have a list that they would like to go over with the larger transition committee. They have a checklist and observation tools to discuss. Compliance hasn't had a chance to meet, Stephanie is going to take over because Alexandra is not able to participate. Still waiting at the AZEIP office on what is the next step. Sarah asked in an update on who they would elect a vice chair. Transition has not had a full committee to discuss but they do have a meeting before the next full ICC to discuss at that time.
- Fiscal Committee - (Amber Neubauer / Lisa Casteel / Jeremiah Hale)
 - i. Fiscal has been talking about family support so they have teamed up with a family engagement committee to look at how to support participation with families. So on the fiscal side what kind of financial support to improve family involvement with ICC. Also working on the budget with the development committee and some other folks will support that and get it accomplished. Sarah asked in updates on electing a vice chair. Amber did speak with fiscal about the overview of listing responsibilities and sending it out to review, there hasn't been a vote yet.
- Family Engagement Committee - (Laurie Shook Interim Chair / Tanya Goitia)
 - i. Family committee went ahead and updated the google document for families to share their stories. It was discussed that we want families that may not have access to the internet or may not want to present live. Have an option to pre-record and make it more user friendly. Also working on family stories and having a back up family. If anyone has any families in mind to reach out. Using the AZEIP newsletter to present the family's story. Fiscal has already stated that we are teaming up, very excited about the partnership. Committee working on the facebook page and at the next meeting we will have a vote on who is the co-chair.
- Development Committee - (Ariel Sansom/ Erica Melies)
 - i. Ariel took over the chair role of the development committee. She just recently came into the role. The committee does have a meeting schedule prior to the general session with the ICC. The meeting will be voting on the vice chair and with the new rules being approved they are going to modify bylaws and not just be a stand alone document. Also picking back up on establishing a potential diverse committee and exploring the feasibility of that. Continue assisting the subcommittee with written guidance as to protocol for access to historical documents. Lana stated to continue trying to come up with a proposal on financial stipend for parents that are taking their time to be involved with the ICC. Ariel will discuss with the committee and collaborate with the fiscal committee.

5. AZEIP Updates

- Update on appointments from the Governor's Office (Lisa Vallee)

- i. Boards and commission currently have three people that are waiting for application for renewals and two new members have applied still waiting. Board of commission has acknowledged the two applicants and are not able to move forward; they will reach out to the applicants once they are able to move forward.
- ii. The Child and Family Rights Booklet is in the process of being revised and took the language recommendation as well the feedback from the family engagement committee. We developed a draft revised booklet that is being revised by federal technical assistance partners to ensure all meet the requirements for procedural safeguards.
- iii. Assistive Technology, ICC received a public comment with concerns about the assessment and delivery of the assistive technology devices and services in the state. AzEIP has reviewed the public comment and issued a request for information to our contracted TBEIS providers about how these services are currently being provided in Arizona. This was scheduled to be closed yesterday but has extended it another two weeks for low participation. Once we get more information we can ensure that any gaps or concerns are addressed so we may provide accurate information.
- iv. Form Frenzy Project through the government transformation office. AzEIP was selected as one of the participants and went through training to implement changes to the public facing form. Using user friendly techniques for form instruction and form instructor. Currently working on dispute resolution forms to make it easier for families to use. Current complaint form is being split into three forms to reduce the burden of information that is required from parents in order to get help with resolving their dispute. A draft has already been made and will be published by summer.
- v. Transition Scripts and Agenda programmatic team has reviewed and approved has been voted on sent over to AzEIP, right now it's in processing of reviewing and will give out an update on the next step.
- vi. Children Equity Project AzEIP is in agreement with Arizona State University on completing analysis of our program policies and procedures as well compliance data to assist early intervention services for children in marginalized communities and also identifying those barriers that contribute to inequitable service delivery. We are almost at the ending time and have the final product in a couple of weeks and have that full analysis. It will be sent out electronically to all ICC members.
- vii. Annual Performance Report comparing data from previous year showing that overall score of 81 percent which puts AZ meet requirement category.
- viii. AzEIP Requests to ICC for Assistance
 1. Child Find ensures that every child and family in all areas have equal access to making referrals. more information will be present once results come back, need assistance on identifying and marketing strategies to increase referral sources. Supporting families who are in hospital getting those referrals done.
 2. Increasing meaningful parent engagement assisting the number of parents on ICC. Increase parent leadership and AzEIP also coming up making family feedback forms.

3. Budget for ICC having the ICC come up with a budget to start supporting the families. ICC getting a proposal done on what terms needing fiscal support.

Sarah suggests separating these into meetings to have it discussed. Erica suggested maybe between now and before the full ICC meeting to discuss these requests for assistance and get their feedback on working on this. Providing feedback if the subcommittees are able to take on the request moving forward.

6. ICC Updates - Sarah Greene/Chair

- Modifying Bylaws to include the Roles & Responsibilities of Committee Chair & Vice Chair - vote at next meeting
 - i. voted and approved the roles and responsibilities and modifying the bylaws that will be sent out prior to the meeting.
- Education Topics (Desert Voices, SOAR ABA)
 - i. reminder the topics are set for the next meeting 5/23 will be Desert Voices and the next meeting will be SOAR ABA Therapy. Lisa stated that since they have a lot of people reaching out to do education topics both of these will be presented on 5/23.

7. Discussion Items

- Lana wanted a follow-up from the open meeting law presentation and questions were there any follow up. Lisa stated that he did follow up in regards to the quorum for the subcommittees that all same rules apply for the full committee and subcommittees.

8. Public Comment: None

9. Schedule Next Meeting: Aug 29th, 2024 10:30a - 12p AZ (Executive Committee Meeting)

10. Adjourn: at 11:32 am

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