



# INTERAGENCY COORDINATING COUNCIL (ICC) FOR INFANTS AND TODDLERS

## Development Committee Agenda & Minutes

Date: 04/28/23 Time: 10:00-11:30 am

### Members:

(Present at meeting indicated by \*)

Sarah Patrick Greene Chair \*  
Cricket Barrientos  
Carina Brokamp  
Kristin R. Chase

Jennifer Forschino\*  
Altagracia Gasque\*  
Dr. Olivia Lindy\*

Ariel Sansom\*  
Amy Corrivea

### AzEIP Staff:

Erica Melies\*  
Amanda Tipotsch\*

Lisa Valee\*

Pamela Meurer\*

### General Public:

None Present

### Public:

1. **Call to Order:** Sarah
  - a. 10:05
2. **Welcome and Introductions**
3. **Chair read Public Meeting Notice:**
4. **Minute Approval from 11/18/2023 meeting:**
  - a. Motion to approve: Ariel
  - b. Seconded: Alta
  - c. Members Voting Record:

Sarah Patrick Greene Chair **Aye**  
Cricket Barrientos Absent  
Carina Brokamp Absent  
Kristin R. Chase Absent

Jennifer Forschino **Aye**  
Altagracia Gasque **Aye**  
Dr. Olivia Lindy **Aye**

Ariel Sansom **Aye**  
Amy Corrivea Absent

- d. Minutes Approved by unanimous decision

### 5. Discussion Items/Topics

- a. **Final review of subcommittee structures to include a Vice Chair and Secretary** (template edits complete, prepare for presentation to ICC)
  - i. Reviewed ICC Subcommittee Role Explanations

- ii. Identified that the responsibilities of the secretary seem high for volunteer
- iii. Role of AzEIP is that of advisor to ICC
- iv. Decision to bring discussion to the next ICC meeting for discussion

**b. Drafting service thank you letters/certificates for ICC retirees/resignations**

(template edits complete, prepare for presentation to ICC)

- i. Reviewed Thank You Letter
- ii. Voted and approved to move letter to ICC Council
- iii. Members Voting Record (Motion to vote: Jennifer 2nded: Olivia)

Sarah Patrick Greene Chair <b>Aye</b>	Jennifer Forschino <b>Aye</b>	Ariel Sansom <b>Aye</b>
Cricket Barrientos Absent	Altagracia Gasque <b>Aye</b>	Amy Corrivea Absent
Carina Brokamp Absent	Dr. Olivia Lindy <b>Aye</b>	
Kristin R. Chase Absent		

**c. Final review of welcome letters for ICC members and subcommittee members (template completed, prepare for presentation to ICC)**

- i. Reviewed and edited ICC Welcome Letter
- ii. Voted and approved to move letter to ICC Council
- iii. Members Voting Record (Motion to vote: Ariel 2nded: Jennifer)

Sarah Patrick Greene Chair <b>Aye</b>	Jennifer Forschino <b>Aye</b>	Ariel Sansom <b>Aye</b>
Cricket Barrientos Absent	Altagracia Gasque <b>Aye</b>	Amy Corrivea Absent
Carina Brokamp Absent	Dr. Olivia Lindy <b>Aye</b>	
Kristin R. Chase Absent		

**d. Maintaining committee documents (Draft the standard procedures for committees)**

- i. Discussed maintaining document storage for all subcommittee records
- ii. Recommended storing within the AzEIP Google Drive for all ICC Documents
- iii. Continue at next subcommittee meeting

**e. Establishing a Diversity Committee**

- i. Did not discuss due to time constraints
- ii. Move to next meeting

**f. Term limits & recruiting efforts for ICC Board**

- i. Discussion of recruiting family members for ICC
- ii. Move to next agenda for further discussion

**6. Action/Follow Up**

- a. Bring to ICC meeting discussion of subcommittee structures
- b. Discuss and create maintaining committee documentation
- c. Discuss establishing Diversity Committee
- d. Discussion of Term Limits & recruiting efforts for ICC
- e. Bring to ICC meeting discussion of coordinating efforts for establishing responsibility for a Family Engagement brochure (as suggested by Raising Special Kids)

**7. Public Comment**

a. no public comment

**8. Next Meeting:** Date: June 14, 2023 11:00-12:30 pm

**9. Adjourn Meeting:** 11:31 am