



INTERAGENCY COORDINATING COUNCIL (ICC)

FOR INFANTS AND TODDLERS

Agenda

Interagency Coordinating Council Meeting

Minutes Approved 11/21/2024

Virtual Meeting

ICC Transition Committee Meeting

Thursday, May 23, 2024 · 8:30 – 10:00am

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)

Stephanie Collier (Chair): Present

Dr. Pilar Vargas: Present

Kendra Benedict: Present

Sonia Samaniego: Present

Members (Subcommittee Appointees)

Camille Verdugo: Present

Kristy Thornton: Present

Kyle Hammond: Present

Sandra Makrias: Present

Jaymie Jacobs: Absent

Crystal Ghica: Present

Amy White: Present

Staff (AzEIP)

Chantelle Curtis: Present

Anissa Albert: Present

Lidia Gonzales: Absent

Public

Aanya Metrakos: Present

Mission Statement

The committee is committed to assisting the Arizona Early Intervention Program (AzEIP) in reaching and maintaining 100% compliance with the timely and high quality transition of all children out of Part C services (early intervention) to Part B preschool and/or other community services, by providing support, guidance, and feedback on policies and procedures.

Minutes

1. Call to Order: 8:35 am
2. Read Public Member Notice
3. Minute Approval from Previous Meeting: Motion to approve 3/28/2024 minutes: Kyle Hammond, seconded by Sonia Samaniego; minutes approved
 - Kendra Benedict: absent during vote
 - Stephanie Collier: Aye
 - Crystal Ghica: absent during vote
 - Kyle Hammond: Aye
 - Jaymie Jacobs: absent during vote
 - Sandra Makrias: Aye
 - Sonia Samaniego: Aye
 - Kristy Thornton: Aye
 - Dr. Pilar Vargas: Aye
 - Camille Verdugo: Aye
 - Amy White: Aye
4. Discussion Items/topics
 - Transition Committee Chair and Vice Chair
 - i. Stephanie explained the Chair and Vice Chair roles and called for any volunteers to take on either role
 1. Kyle Hammond and Camille Verdugo volunteered to take on either role
 2. Nominations
 - a. Amy White nominated Kyle Hammond as chair, Camille Verdugo seconded
 - i. Kendra Benedict: absent during vote
 - ii. Stephanie Collier: Aye
 - iii. Crystal Ghica: absent during vote
 - iv. Kyle Hammond: Aye
 - v. Jaymie Jacobs: absent during vote
 - vi. Sandra Makrias: Aye
 - vii. Sonia Samaniego: Aye
 - viii. Kristy Thornton: Aye
 - ix. Dr. Pilar Vargas: Aye
 - x. Camille Verdugo: Aye
 - xi. Amy White: Aye
 - b. Kyle Hammond nominated Camille Verdugo for vice chair
 - i. Kendra Benedict: absent during vote
 - ii. Stephanie Collier: Aye
 - iii. Crystal Ghica: absent during vote

- iv. Kyle Hammond: Aye
 - v. Jaymie Jacobs: absent during vote
 - vi. Sandra Makrias: Aye
 - vii. Sonia Samaniego: Aye
 - viii. Kristy Thornton: Aye
 - ix. Dr. Pilar Vargas: Aye
 - x. Camille Verdugo: Aye
 - xi. Amy White: Aye
 - 3. Stephanie will present this to ICC
- AzEIP updates
 - i. Annual performance of programs will be published by end of June
 - ii. General updates
 - 1. AzEIP Quality Improvement Team will be reviewing the Transition Conference Script and Agenda to determine next steps with these documents.
 - 2. Transition Community of Practice
 - a. Good attendance both days, lots of discussion, areas of challenge will be addressed at the next meeting
 - b. Would like more participation from Head Start, private preschools, other community programs
 - c. AzEIP/ADE working to schedule the next one, likely for October, and setting dates for 2025
 - d. AzEIP/ADE working to gather topics members would like to discuss
 - e. Save the date will be forthcoming, Camille Verdugo will share with this committee
 - 3. AzEIP Request for Assistance
 - a. Will be discussed further during ICC, but Transition Committee may consider assisting with strategies for improving Child Outcomes
 - b. Child Find may also be an area with which Transition Committee could assist
- Break into subcommittees to discuss what comes next
 - i. Compliance (Stephanie Collier, Kendra Benedict, Sonia Samaniego, Anissa Albert, Amy White)
 - 1. Could there be an identified email inbox at each school so that there is not so much trying to track down who is the contact person?
 - a. Camille reported that this has been suggested to schools as a best practice by ADE
 - 2. Possibly create a general presentation about Part C to Part B transitions that could be shared at conferences - could potentially have a collaborative presentation like AzEIP/ADE have done in the past
 - 3. Designated person/people in the AzEIP office for Transition concerns - can be sent to azeipqualityimprovement@azdes.gov and will be addressed by Continuous Quality Improvement Coordinators or Technical Assistance Specialists using AzEIP internal processes

- ii. Quality Practices (Crystal Ghica, Kristy Thornton, Kyle Hammond, Camille Verdugo, Jaymie Jacobs, Sandra Makrias, Chantelle Curtis, Lidia Gonzales, Dr. Pilar Vargas)
 1. Quality Practices workgroup will be working on checklists for supervisors - coaching tools for reflective supervision to support important conversations during Transition Planning Meetings and Transition Conferences, beginning with TPM
 2. Supervisors can use checklists when observing TPM and TC, as well as during reflective supervision sessions with providers afterward
5. Action/follow up: Workgroups will meet before next meeting
6. Public Comment: None
7. Schedule Next Meeting: 9/26/2024 8:30-10:00
8. Adjourn: 10:09 am

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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.**