



# Interagency Coordinating Council (ICC) for Infants and Toddlers

## Development Committee Draft Meeting Minutes

May 8th, 2024 9:00 am - 10:30 am

### Attendance

#### Members

Carina Brokamp  
Melissa Busby (Present)  
Jennifer Forschino (Present)

Dr. Olivia Lindy (Present)  
Amy Munoz (Present)  
Ariel Sansom (Present)

#### AzEIP Staff

Erica Melies (Present)  
Pamela Meurer (Present)

Amanda Tipotsch (Present)  
Lisa Valle

#### Public

### Minutes

1. Call to Order by Ariel Sansom
  - a. Time 9:02pm

2. Welcome and Introductions
  - a. Ariel Sansom - Chair read
    - i. [Public Member Notice](#)
    - ii. [Development Committee Mission Statement](#)
3. Minute Approval from 1/10/2024 Meeting
  - a. Motioned by Amy Munoz
  - b. Seconded by Jennifer Forschino
  - c. Motion Passed (Aye: Amy, Jennifer, Melissa, Olivia, Ariel)
4. Discussion Items/topics
  - a. Discussion of Development Subcommittee Vice-Chair / Call for Interest
    - i. Reviewed ICC Subcommittee Roles of Chair and Vice-Chair
    - ii. Discussion of interest in being Vice-Chair position
    - iii. Amy and Melissa expressed interest in being considered,
      1. Question was raised if renewal of ICC application will affect ability to be vice chair
    - iv. Olivia expressed ability to be an interim Vice Chair
  - b. Establish a Diversity Committee at next subcommittee meeting
    - i. Discussion of the creation of a Diversity Subcommittee to ensure
      - a. Diversity committee could fall under the Child Find Committee
      - b. Broad approach in the new committee
      - c. Recruiting philosophy-
        - i. how would we find a diverse applicant
        - ii. alternate methods for finding new applicants
        - iii. Diverse recruiting efforts
      - d. Reviewed Development committee makeup
        - i. DES-Southeast Valley-rural place
        - ii. Parent Perspective, DDD - Central Phoenix, lower socio economic region
        - iii. AHCCCS, Rural Pinal County
        - iv. Department of Health Services, Phoenix Area
        - v. NAU, Coconino/Navajo Nation
      - e. Areas in need for growth in diversity
        - i. Northern Arizona
        - ii. Military Population
        - iii. Eastern Arizona
        - iv. Is the application process creating a barrier to new applications?
          1. Recruitment packet
          2. How Do I Get Involved in Committees
            - a. One Pager
          3. Presentations
          4. Way to find out where community outreach has been
        - v. Working with family engagement committee
  2. ICC and subcommittees are diverse
    - a. Finding individuals who can provide short term assistance around a challenge
    - b. Development committee can assist in identifying individuals for a work groups within other committees
  3. Cultural Competencies
    - a. On Hold until new committees are set up
- ii. Steps that would need to be created of a new subcommittee

1. Modification of bylaws
  - a. identification of new committees
2. Transition Plan for new committee
3. Mission statement and goals
  - a. Give description/vision of committee
  - b. Committee creates their own mission statement
- iii. Discussion of Standing Committees and Needs
- c. Discuss document storage (Onbase, AzEIP Google Shared Drive)
  - i. Difficulty in finding documentation
  - ii. Committees need to ensure that permissions are in order
  - iii. Final documents will be stored in Onbase
5. Action/follow up
  - a. AzEIP will obtain a list of community events where there have been presentations
  - b. Schedule a joint committee meeting with Family Engagement Committee
  - c. Schedule a joint committee meeting with the Fiscal Committee and Family Engagement Committee after the next ICC Council Meeting.
6. Public Comment
7. Confirm next meeting date/time: TBD
8. Adjourn by Ariel Sansom
  - a. Time at 10:07 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.**