



Interagency Coordinating Council (ICC) for Infants and Toddlers

Family Engagement Committee Draft Minutes

May 9, 2022 9:30 a.m. - 11:00 a.m. (virtual meeting)

Attendance

Members (ICC Governor Appointees)

- Brittany Miller (present)
- Laurie Shook (present)
- Sarah Patrick Greene (absent)

Members (Subcommittee Appointees)

- Nohemi Ortega (absent)
- Janet Vilorio (present)
- Alma Espinoza (present)
- Neil Tift (absent)
- Lindsey Goldstein (absent)
- Shauna Anderson (absent)
- John Molina (present)

General Public

- None

Staff (AzEIP)

- Annie Converse (present)
- Tanya Goitia (present)
- Amanda Honeywood (present)

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1. Call to Order
 - Called to order at 9:35am
 2. Welcome and Introductions
 3. Read Public Member Notice

4. Minute Approval from April 11, 2022 Meeting

- Laurie motioned to approve
- Janet seconded
- Brittany and John approved
- Alma was not present at the time of the vote

5. Discussion Items/topics

- Social media email process
 - Council approved policy, guidelines, and Facebook page (<https://www.facebook.com/azearlychildhoodICC>) to be published
 - Discussion regarding posting content
 1. Email address (iccsocialmedia@azdes.gov) is now accepting emails
 2. Content ideas submitted through the email will be forwarded to Brittany and Laurie for consideration to post
 3. Consider developing a simple flow chart that helps visual the AzEIP referral process
- Child and Family Rights handbook revisions
 - Revisions have been on hold during the pandemic
 - Table further discussion until the next meeting
- AzEIP website revisions- family audience
 - Subcommittee members will review proposed revisions of family sections of the website and provide feedback
- Community feedback
 - Families confused about AzEIP eligibility criteria, next steps, assessment
 - Difficult to find the "Refer a Child Online" link on the AzEIP website
- Family story
 - August 2022 ICC Meeting: a family needs to be identified to present their family story
 - Family story Google Form responses used to create a written family story and PowerPoint prepared for ICC presentation
 - Photo release needs to be signed by anyone featured in the picture
- Develop next meeting agenda (discussion items/topics)
 - Finalize AzEIP website feedback
 - Family Story
 - Community Feedback
 - Child and Family Rights Handbook
- Confirm remainder of [2022 meeting schedule](#)
 - 2022 Family Engagement meetings will be held:
 1. June 13, 2022
 2. August 8, 2022
 3. September 12, 2022
 4. November 14, 2022

6. Action/follow up

- Email link to the Facebook page (<https://www.facebook.com/azearlychildhoodICC>) and the new email address (iccsocialmedia@azdes.gov) to subcommittee members
- Add iccsocialmedia@azdes.gov to Gerrie's Gazette email distribution list

- Post AzEIP referral/eligibility and transition info to ICC Facebook page
 - Add Laurie as an administrator to Facebook page
 - Email reminder to ICC Committee Chairs to submit content to iccsocialmedia@azdes.gov
 - Email draft website page to subcommittee members for review/feedback
7. Public Comment
- None
8. Confirmed next meeting date/time: June 13, 2022 9:30am-11:00am
9. Adjourn
- Meeting adjourned at 10:38am