

**MINUTES**  
**Interagency Coordinating Council**  
**Executive Committee Meeting**  
**June 15th, 2018 10:30am to 12:30pm**

**3300 North Central Ave 16<sup>th</sup> floor Phoenix, Arizona 85012**

**Present:**

Lana Graber (Dynamite Therapy- Public/Private Services Provider)

Sonia Samaniego (OCSHCN)

Brianna Carreras (Parent)

Katie Biehl ( Parent)

Susie Perry (ADE)

**By Phone:** Sarah Green ( Parent)

**Absent** Christopher Keck(DCS)

Justin Bayless (Other)

**DES/AzEIP Staff:** Alicia Sharma, Phillip Tramel, Jen Nojunas, Sharon Pierson, Chantelle Curtis

**Public Members:** Sign In sheet available upon request

**1. Meeting Called to Order at 10:00am/ Introductions made**

**2. Approval of previous meeting minutes for March 9<sup>th</sup>, 2018**

The following ICC members approved the minutes from March 9<sup>th</sup>

Katie Biehl, Brianna Carreras, Lana Graber, Susie Perry, Sarah Greene, Sonia Samaniego

No dissention votes

**3. Call for Public Comment**

Having no one from the Public present at this meeting, there was no call for public comment

**4. Discussion on the revision of ICC Bylaws**

- Katie Biehl asked the difference between Head Start and early Head Start, clarification was made; based on the age of the child, it is Early HS (0-3 ages) Head Start (3-5 ages).

- Revised section C in Membership regarding Attendance of ICC members to include: In person attendance preferred."

Without further discussion, Executive Committee made a recommendation to take revised Bylaws to full council August 17<sup>th</sup> for approval. All approved.

The following ICC members approved the revision of the Bylaws:

Katie Biehl, Brianna Carreras, Lana Graber, Susie Perry, Sarah Greene, Sonia Samaniego

No dissention votes

**5. Discussion of committee work and how to get started**

- Chair Graber reviewed list of committees and chairs appointed to each

**Standing Committee: Membership/Development: Katie Biehl**

**Transition Committee: Zarai Hernandez**

**Family Survey Committee: Sarah Greene**

Discussion:

- Time of committee meetings: 9-11am before ICC regular meetings

- Open Meeting law discussion: How can committees get real work done without circumventing the rules? A request to have a speaker at next meeting to present information to all ICC for educational purposes. Want to understand the use of Web Ex for meetings, how does this effect OML?

Next steps: For Chairs of each committee and AzEIP staff

- AzEIP will come to next committee meetings with background information for each committee:

Will bring: Data, issues that are current and historical information as it relates to each committee.

With this guidance the committees will use the Bylaws to develop a plan of action that will meet the needs of AzEIP. Each committee will draft a value statement, have a strategic plan and outcomes (basic framework) to measure the success of the committee.

**Committee Application reviewed:** Kristy Thornton, Dynamite Therapy. Kristy's application was approved for the transition committee

#### **6. AzEIP Updates**

Alicia Sharma provided the following updates to the Executive Committee:

- JBLC awarded 1.9 M one-time funding to AzEIP with a footnote, staff will be working on continued education regarding this footnote.
- The Federal Grant Application submitted in May 2018 is still being reviewed by Office of Special Education Programs. During the public comment period for the Federal grant the AzEIP office received excellent feedback and at this time there will be no rate changes for this grant period.
- Alicia introduced 2 new Continuous Quality Improvement Coordinators for AzEIP, in addition AzEIP has a new contracts manager.

#### **7. Agenda topics for August 17<sup>th</sup> meeting**

Educational: Open Meeting Law speaker

Quality Data Conference Update: Annie & Susie will report back from their conference

#### **8. Family Story for August:** Brianna will talk with family and set up

#### **9. Adjournment:**

Without further business to discuss, Chair Lana Graber adjourned the meeting at 12:noon