



# INTERAGENCY COORDINATING COUNCIL (ICC)

## FOR INFANTS AND TODDLERS

### Family Engagement Committee Agenda & Minutes

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July 22, 2021 12:00 p.m. – 1:00 p.m.

**Google Meet:** [meet.google.com/jxi-rfcx-yuw](https://meet.google.com/jxi-rfcx-yuw)

**Phone:** 1 636-452-0234

**PIN:** 580 253 893#

**Our Mission:** The Family Engagement Committee strives to empower family partnership by promoting positive family caregiver-child relationships, supporting families as lifelong educators of their children, giving families a voice in the services they receive, promoting advocacy in our state, and encouraging families to share their journey and input to strengthen early childhood programs. We build connections throughout the Arizona early intervention system to support the healthy social, emotional, and physical development of young children.

#### Members

- Sarah Greene
- Lindsey Goldstein
- Brittany Miller (absent)
- Alma Espinoza (absent)
- Chineca Hays (absent)

#### Public Members

#### AzEIP Staff

- Annie Converse
- Edd Schommer
- David Dillon
- Anisa Stedmire
- Tanya Goitia

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1. Call to Order
    - a. Meeting called to order at 12:09pm by Sarah Greene, Lindsey seconds.
  2. Discussion Items/topics

- a. Identifying a temporary Chair
  - i. Sarah is willing to serve as temporary Chair (ICC appointment expires 1/31/22)
  - ii. AzEIP office is able to assist with duties as needed
  - iii. Will work with ICC Chair to finalize this change
- b. Social media guidelines
  - i. Who gives permission for ICC to have social media?
    1. After a policy is developed by the committee, proposal/plan would be taken to the full ICC for approval
  - ii. Who would oversee the ICC social media
    1. This committee would propose a social media manager and ICC would designate the social media manager
    2. Will need a succession plan for when the “manager” is no longer on the committee- how will replacement be identified and/or plan for closing site if no replacement is identified
  - iii. What rules do we need to follow?
    1. Rules would be spelled out in the policy the committee develops
    2. Would have to follow State record retention policy
      - a. Need to review if retention policies would allow for deleting or hiding posts
  - iv. See additional considerations in Working DRAFT ICC Social Media Usage Guidelines that need to be addressed and written in draft:
    1. Posts: how long will ICC keep a post, in what circumstances does ICC delete or archive a post; recommendations needed in draft for allowing outside posting or sending messages for committee to approve or not
      - a. Archiving would be based on record retention policy
      - b. Outside posting dependent on policy
    2. Request social media use and establish accounts
      - a. Identify which social media platforms will be established
      - b. Password will be retained by XXXX in this location XXXX, succession plan
    3. Steps to add content
      - a. Process should be identified in guidelines
    4. Establish record retention requirements
      - a. Will be based on State records retention policy
    5. Who is responsible for posts- ICC (who on committee) is solely responsible for posts, administrative moderation
    6. Comments on or off?
      - a. Will require consistent review, potentially sending warnings, possible blocking
      - b. Will be hard to engage people if not allowing any comments
      - c. Reactions rather than comments could be considered
    7. Linking with other programs for announcements

- a. Consider the standard within the policy (perception of discrimination)
    - c. Family story recruitment
      - i. Thank you letters went out to all families who shared a story
      - ii. The AzEIP Newsletter will go out August 2, 2021
        - 1. Family who has already presented to the ICC will be featured
      - iii. Family has been identified for next ICC meeting
    - d. Family survey (review data representativeness and response rate)
      - i. July 1, 2020-June 30, 2021
        - 1. First year of new family survey and electronic
        - 2. 1138 family surveys received!
        - 3. 2nd or 3rd highest number of family surveys ever received
        - 4. Prior to COVID averaged 999 surveys per year
        - 5. Survey available in English and Spanish
        - 6. Questions are now more meaningful
        - 7. Annie will be reviewing responsiveness and representativeness with and without duplicates
        - 8. With more surveys we have better representation across race and ethnicity
          - a. Asking all families to identify race on the survey
          - b. Race identification and collection may have changed throughout time in the program which could be a cause of representation challenges
          - c. Asian, or Pacific Islander and Hawaiian, White- representative
          - d. African American, Native American, More than one race- underrepresented
          - e. Overrepresented by families of more than one race
          - f. Hispanic overrepresented by 3% and not Hispanic underrepresented by 3%
        - 9. Local dashboards created for all service providing agencies
          - a. Live updates statewide
      - ii. Annie looking at a new application through Google for a better dashboard this year (July 1, 2021-June 30, 2022)
        - 1. May be able to allow this committee to receive the dashboard
    - e. Stakeholder engagement (engaging families across diverse demographics, ICC family engagement committee participation at public events, New Mexico ICC- their tips on encouraging good family participation)
      - i. Table this discussion until the next meeting
3. Action/follow up
  - a. Family Survey Google dashboard- Annie developing
  - b. Annie will send record retention policy to committee members

- c. Committee members to review working draft ICC social media usage guidelines and come to next meeting prepared to share suggestions
  - d. AzEIP to explore possibility of returning to in-person committee and ICC meetings
- 4. Public Comment
  - a. No members of public in attendance
- 5. Schedule Next Meeting
  - a. August 20, 2021 9:30am virtual meeting
- 6. Adjourn
  - a. Sarah adjourned meeting at 12:59pm and Lindsey seconded.