



INTERAGENCY COORDINATING COUNCIL (ICC)

FOR INFANTS AND TODDLERS

Executive Committee Minutes

Date 8/14/2020

Time 10:30-12:noon

Members

Katie Murdoch, Chair
Lana Graber, Vice Chair
Stephanie Collier
Judith Walker
Dana Hutchings
Suzie Perry
Sonia Samaniego
Brittany Miller

Public Members

Juanita Schiffer
Jennifer Key
Daniel Greene

Staff Present

Alicia Amundson
Annie Converse
Sharon Pierson

1. Call to Order: Katie Murdoch called executive committee meeting to order at 10:32am. She welcomed all the ICC executive members, and those on the phone who are attending. For those who need ASL services, there are two people to assist you on the call.
2. Topics
 - a. Committee Updates:
 - Transition Committee chair, Stephanie Collier reviewed the four different work groups projects to date. The brochure work group has a draft that is in process being finalized with DES public information officer and graphics department. The video workgroup has placed video vignettes on hold until further discussion on how these can be accomplished safely. We are still looking for service coordinators and parents to volunteer for the videos. The professional development workgroup has collaborated with other work groups on creating a webinar/PowerPoint targeting service coordinators. The transition focused webinar will be narrated and have a script for supervisors to use as a training module. The resources workgroup will be also developing lists from other work groups.
 - Katie asked about making additional videos to support families during the COVID crisis, getting a visual of how AzEIP works now (virtual) through the coaching model, what tools are used to support families when they have limited or no access to internet. After a short discussion, Alicia stated that these items will be placed on the COVID task force agenda for review.
 - Fiscal Committee: Dana Hutchings, Chair provided an overview of the work being done to date including asking for a letter be drafted to DES leadership reviewing all the work of the fiscal

committee. The fiscal committee wants support from the full council. Dana also reviewed the committee is working on the funding brochure. The draft letter will be sent to the committee.

- Family Survey Committee: Brittany Miller, Chair provided an update to include that they have completed the survey, it is on-line and accessible in electronic version. This committee is formally looking at broaden their scope of work to include social media, family stories, ICC webpage updates, brochure assistance, and potentially adding an on-line survey to website. The new committee would be Family Engagement. Lana Graber, Vice Chair congratulated this committee on all their work.
- Development Committee: Lana Graber, Chair wants to revive this committee. Discussed focus of orientation for new ICC members, mentors, ICC recruitment/retention and AzEIP provider engagement (contractors). Judie Walker said she would like to be part of this committee. Lana will reach to Caroline as well.
- As a note Katie requested a one pager of acronyms to help her understand all the verbiage.

b. AzEIP Updates

- COIVD task force: Alicia gave a short update on the work. The make-up of the task force is DDD, ADE, ASDB, families and providers. Focus of the task force is to understand what is needed to move forward safely when in-person visits return. The first step was to survey families and providers, they had 200 responses, then had a series of family listen session giving value feedback on what their experiences are now, what we can do better etc. We meet weekly and ensure we focus on equity, safety for all. Next steps will be looking at updates in newsletter and website.
- Child and Family Rights brochure: This brochure is being updated, and we will ask for feedback from the ICC soon.
- Comprehensive System of Professional Development (CSPD): We have gotten feedback that some families feel like they must “train their professional” every time a new one comes into their home. The CSDP workgroups are working as an early childhood system and building foundations. Looking at creating videos to support the early intervention professionals. Lana, the CSPD and development committee can overlap in our work, Alicia, yes.
- Annual determination from the Office of Special Education Programs (OSEP): There are four levels of determination from OSEP, for the past two years AEIP has received the highest level of determination, Meets requirements. This is due to the hard work of all the providers, data managers, compliance, ITEAMS and the involvement of the ICC. Thank you.

c. ICC Updates

- By law revisions: There are minor revisions to be completed and send to the council for approval in November.
- Strategic Planning: Katie is concerned that the planning meeting will be difficult being held virtually and would like to hold off for later date. She asks the committee to think about for next meeting.
- Susie, ADE reports a structure change with the Exceptional Student Services Unit, preschool 619 (Susie unit) will be reporting to Alissa Trollinger Part B Director.
- Data Sharing Agreement with ADE, to improve PEA notifications and transition. It will now be an automation process.

3. Public Comment: No public comments

4. Adjourn: Katie Murdoch left meeting early. Lana Graber adjourned meeting at 11:51am