



# Interagency Coordinating Council (ICC) for Infants and Toddlers

## Development Committee Meeting Minutes

August 3rd, 2023, 12:00pm-1:30pm

### Members

Carina Brokamp  
Jennifer Forschino  
Dr. Olivia Lindy (Present)

Sarah Patrick Greene (Present)  
Amy Munoz  
Ariel Sansom (Present)

### AzEIP Staff

Erica Melies (Present)  
Amanda Tipotsch (Present)

Pamela Meurer (Present)  
Lisa Vallee (Present)

### Minutes

1. Call to Order by Sarah Patrick Greene
  - 12:07pm
2. Welcome and Introductions
3. Sarah Patrick Greene read
  - Public Member Notice
  - Development Committee Mission Statement
4. Minute Approval from 4/28/23 and 6/14/23 Meeting
  - Quorum requirement was not met for Minute Approval
  - Minute Approval rescheduled for the next meeting
5. Discussion Items/topics
  - Continue review of subcommittee structures to include a Vice Chair and Secretary (template edits complete, prepare for presentation to ICC)
    - completed edit of the ICC Subcommittee Role Explanation
    - Vote to bring it to the ICC meeting at the next meeting

- Maintaining committee documents (Draft the standard procedures for committees)
  - Discussion of standardization of storage
  - Planning document created
  - Establishing a Diversity Committee
  - Move to next working meeting
- Term limits & recruiting efforts for ICC Board
  - move to next working meeting
- Bring to ICC meeting discussion of coordinating efforts for establishing responsibility for a Family Engagement brochure (as suggested by Raising Special Kids)
  - remove item from agenda, Family Engagement committee already working on item

#### 6. Action/follow up

- Vote on Meeting Minutes at next voting meeting
- Vote on ICC Subcommittee Role Explanation at next voting meeting
- Continue with maintaining the committee document at the next working meeting
- Discuss topics not discussed at next working meeting
- Chair will email subcommittee to confirm date of “Voting” Meeting
  - August 23, 2023 2pm-2:30pm or
  - September 14, 2023 noon-12:30pm

#### 7. Public Comment

#### 8. Confirm next meeting date/time

- Voting Meeting: TBD
- Working Meeting: October 17th, 2023 12pm-1:30pm

#### 9. Adjourn by Sarah Patrick Greene

- 1:30pm