



INTERAGENCY COORDINATING COUNCIL (ICC)

FOR INFANTS AND TODDLERS

Development Committee Agenda & Minutes

Date 5/24/2022 Time 9:30 am - 11:00 am

Meeting ID [Google Meet Link](#)

Phone Number: (US) +1 315-810-2237 PIN: 936 491 200#

Governor Appointed Members: (Present at meeting indicated by *)

Kathleen Muldoon (Chair)*
Lana Graber
Dr. Olivia Lindy*
Amy Corriveau*

Appointed Committee Members:

Kristin R. Chase (attended at 10:40)*
Jennifer Forschino*
Carina Brokamp
Ariel Sansom *
Altagracia Gasque *
Cricket Barrientos

AzEIP Staff:

Caroline Nailor-Oglesby*
Erica Melies*
Amanda Honeywood
Deborah Daniels

Public:

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1. **Call to Order:** Kathleen Muldoon 9:36 am
 2. **Chair read Public Meeting Notice:** Kathleen Muldoon
 3. **Approve Minutes from the 4/29/2022 meeting (posted online):** Kathleen Muldoon
 - a. Action: Motion made, seconded, and carried
 - i. Kathleen Muldoon (Chair) Yay
 - ii. Dr. Olivia Lindy Yay
 - iii. Amy Corriveau Yay
 - iv. Jennifer Forschino Yay
 - v. Ariel Sansom Yay

vi. Altagracia Gasque Yay

4. Discussion Items/Topics: --Lana Graber and Kathleen Muldoon

- a. Welcome
- b. New Structure for the committees discuss/review proposal
 - i. Proposal that all subcommittees will
 - 1. Draft ICC Proposal created with New Structure for Committees
 - a. Vice-Chair
 - i. General Responsibilities
 - ii. Specific Responsibilities
 - iii. In alignment with ICC By-laws
 - b. Secretary
 - i. General Responsibilities
 - ii. Specific Responsibilities
 - c. Create a separate action item best practices/maintaining documentation with appropriate security
- c. Welcome Letters for *Agenda item not discussed due to time limitations
 - i. Committees
 - ii. Council complete
 - iii. Suggestion from the Executive Committee on Diversity Committee after Letters completed (in Queue for future timeline)
 - iv. Thank you letter/certificate for ICC retirees/resignations (in Queue for future timeline)

5. Action/Follow up

- a. Kathleen will create a document around best practices for shared documentation of subcommittees to be discussed at next meeting
- b. Review and refine new structure roles for subcommittees
- c. Revisit the Welcome letters and appreciation letter

6. Development Committee Members final comments--Kathleen Muldoon

7. Public Comments--Kathleen Muldoon

8. Next Meeting: Date: 8/19/22 Time: 9:30am-11am

9. Adjourn Meeting--Kathleen Muldoon: