



Interagency Coordinating Council (ICC) for Infants and Toddlers

Interagency Coordinating Council Meeting Minutes - Approved 1.20.25

Virtual Meeting

Thursday, September 18, 2025

10:30 am - 1:00 pm

The role of the ICC is to advise, assist, and advocate for the Arizona Early Intervention Program and its partnering agencies to administer, promote, coordinate, and improve early intervention for families and professionals.

Attendance

Members (ICC Governor Appointees)

Kendra Benedict (present)
Stephanie Collier (present)
Lana Graber (present)
Sarah Greene (present)
Olivia Lindly (present)
Charlene May (present)
Aanya Metrakos (present)

Amy Munoz (present)
Amber Neubauer (absent)
Sonia Samaniego (present)
Laurie Shook (present)
Dana Hutchings (absent)
Melissa Busby (present)
Tammy Sergent (present)

Members (Subcommittee Appointees)

Frances Altmaier (absent)
Gini Britton (absent)
Alissa Eromae absent
Crystal Ghica (present)
Kyle Hammond (absent)
Billy Henderson (present)
Margaret Peixoto (present)
Camille Verdugo (present)

Leo Huppert (absent)
Christopher Keck (present)
Bjorg LeSueur (present)
Danielle Merrill (present)
Susan Hodges (present)
Amy White (present)
Nancy Gutierrez (present)

Staff (AzEIP)

Anissa Albert (present)
Ena Binns (present)
Lisa Casteel (present)
Annie Converse (present)
Chantelle Curtis (present)
Erica Melies (present)
Lisa Vallee (present)

Tanya Goitia (present)
Jeremiah Hale (present)
Amanda Honeywood (present)
Jessica Jimmerson (present)
Brittany Page (present)
Pamela Meurer (present)

Public

Erin Correll
Alicia Amundson
Amy Morales Baum

Bethany Draime
Temeka Grandberry

Minutes

1. Call to Order - Sarah Greene 10:32am
 - a. Housekeeping Items - Sonia Samaniego
2. Read Public Member Notice - Sonia Samaniego
3. Approval of Minutes from May 22nd, 2025 Meeting - Sarah Greene
 - a. Lana Graber motioned to approve, Amy Munoz seconds the motion; all voted in favor
4. Family Story - Laurie Shook / Temeka Grandberry
5. Educational Topic - Sonia Samaniego
 - a. Open Meeting Law Training
 - i. Erin Correll presented the Open meeting Law presentation to the council.
6. Discussion Items/Topics - Sarah Greene
 - a. Nominations for Vice Chair Role for ICC
 - i. Sonia Samaniego announced that Sarah Greene, the current Chair of the ICC General Council, will complete her term in November, after which Sonia, currently Vice Chair, will step into the Chair role. This transition will open up the Vice Chair position, and nominations for the role will be addressed at the next Executive Committee meeting. According to the ICC bylaws, a parent is preferred for the Vice Chair position, but if no parent is available, another individual may be considered. Council members are encouraged to begin thinking about potential nominees.
 - b. Bylaw Discussion
 - i. Sonia and Sarah will gather the information regarding changes to the bylaws and will present at the next executive meeting and will be voted on at the November General ICC meeting.
7. Committee Updates - Sarah Greene
 - a. Transition Committee (Kyle Hammond / Camille Verdugo/ Chantelle Curtis)
 - i. Camille Verdugo shared updates on AD and AzEIP discussions with the Department of Education and announced upcoming Transition Community of Practice sessions on September 24th and 26th, hosted by AzEIP in collaboration with early childhood special education. These sessions are open to agencies, school districts, and providers. She also reported that the Compliance Work Group and Child Find Work Group have presented new recommendations—on improving family survey returns and a proposed outreach toolkit, respectively—which will be reviewed and potentially approved for submission to the ICC committee at the next meeting on November 20th. Lastly, she encouraged participation in the Quality Practices Work Group, which is currently developing one-pagers and seeking additional members.
 - b. Fiscal Committee (Amber Neubauer / Leo Huppert / Lisa Casteel)
 - i. Jeremiah Hale provided an update on the August meeting in the absence of Amber and Leo, highlighting two main topics: first, discussions around subcommittee budget requests for family participation stipends, including timing—potentially on a quarterly basis—with Amber tasked to follow up and coordinate a working meeting; and second, Leo’s research into TANF funds as a potential funding source for early intervention

efforts. While his findings did not yield immediate opportunities, it was noted that other states do successfully use TANF funds for similar purposes. Jeremiah emphasized that identifying new funding sources, including TANF, remains a long-term goal requiring collaboration across multiple entities.

- c. Family Engagement (Laurie Shook / Alissa Eromae/ Tanya Goitia)
 - i. Laurie Shook shared that the Family Engagement Committee has completed the ICC Rack card, which is now finalized and being utilized, with a review of the associated QR code underway to ensure accuracy. The committee is also working to streamline and clarify the ICC application process in response to feedback from families and professionals who found it confusing and overwhelming. Efforts include clearer guidance on how to apply and who to contact. Ongoing priorities include recruiting new members—celebrating the addition of a new parent—and collecting family stories. Laurie encouraged members to share agency updates and community events for posting on the ICC Facebook page via the ICC inbox.
- d. Development Committee (Christopher Keck Interim / Amy Munoz)
 - i. Dr. Keck outlined the committee's three main focus areas: improving ICC policies and procedures, recruiting and retaining members, and providing education for new and existing members—all to support compliance with the Individuals with Disabilities Education Act (IDEA). Recent efforts included reviewing and providing feedback on ICC bylaws, conducting a survey to understand member engagement motivations, and working with the AzEIP team to identify gaps in mandated role representation on the ICC. The committee has also begun brainstorming strategies for member education, with plans for that component still in development.

8. AzEIP Updates

- a. OSEP Conference overview
 - i. Annie Converse provided an update on the recent Office of Special Education Programs annual conference, noting limited attendance due to travel restrictions and space constraints, which impacted networking opportunities with data managers from other states. She highlighted the keynote speech by Diana Diaz Harrison, an Arizona native and current director at the Office of Special Education Programs, who praised Arizona's early intervention program and shared her vision for the field. Annie also reported on a listening session about the state performance plan and annual performance report, emphasizing concerns from other states about new federal supervision indicators, which have led to some penalties, though Arizona remains unaffected so far. The state team meeting was informal with few questions, and there was discussion about upcoming federal monitoring visits. Annie noted a strong presence of early hearing detection programs and shared resources like the Arizona Schools for the Deaf and Blind ASL video series. While the conference offered mostly familiar information, it inspired new ideas for continued improvements at AzEIP.
- b. Community Engagement & Family Forum October 8th, 2025
 - i. Lisa Vallee provided an update on AzEIP's community engagement and outreach efforts, highlighting presentations made to various groups including Child Family Resource and Referral, Phoenix Children's Hospital social workers, the Department of Child Safety, and home visitor programs, among others. She emphasized the successful distribution of public awareness materials such as brochures and family rights booklets, facilitated by administrative support. Lisa also shared information about the AzEIP Connections virtual meetings designed to connect families receiving early intervention services with state leadership and resources, including upcoming sessions focused on parent support. Lastly, she discussed referral trends for 2025, noting that although referrals have

increased somewhat, overall numbers remain below pre-COVID levels, stressing the ongoing need for outreach to identify eligible children and ensure they receive services.

c. Policy Updates

- i. Jessica Jimmerson provided an update on the public participation process, noting that there are currently 24 policies and procedures open for public comment, covering topics such as incident reporting, data breaches, child data collection, eligibility determination, alternative service delivery methods, and more. Public hearings are scheduled for various dates, with details available on the AzEIP website alongside instructions for submitting comments via a Google form, email, or regular mail. She also highlighted a new feature on the AzEIP website allowing individuals to sign up for email notifications about policy updates and public participation requests. Jessica encouraged anyone interested to subscribe or contact the AzEIP mailbox for inclusion on the notification list.

9. Public Comment

10. Action/Follow-up

- a. ICC Vice Chair role and bylaw discussion to present at the next Executive and vote at the next General ICC meetings.

11. Schedule Next Meeting: November 20, 2025

- a. Next Executive Committee - October 23, 2025

12. Adjourn 11:59am

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