



Interagency Coordinating Council (ICC) for Infants and Toddlers

Interagency Coordinating Council Meeting Minutes - DRAFT

Virtual Meeting

Thursday, May 21, 2026

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)
Charlene May (present)
Aanya Metrakos (present)
Amy Munoz (absent)
Billy Henderson (present)
Christopher Keck (present)

Marysol Vazquez (absent)
Amber Neubauer (present)
Sonia Samaniego (present)
Dana Hutchings (absent)
Melissa Busby (present)
Tammy Sergent (present)
Nancy Gutierrez (present)

Members (Subcommittee Appointees)

Frances Altmaier (absent)
Gini Britton (present)
Crystal Ghica (absent)
Margaret Peixoto (absent)
Camille Verdugo (present)
Pilar Vargas (absent)
Christina Quast (absent)

Bjorg LeSueur (present)
Danielle Merrill (present)
Amy White (absent)
Jennifer Forschino (present)
Lauren Encinas (absent)

Staff (AzEIP)

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

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

Minutes

1. Call to Order 10:32am
 - a. Welcome/ Roll Call
 - b. Housekeeping Items
2. Read Public Member Notice
3. Approval of Minutes from March 19, 2026
 - a. Billy Henderson motioned to approve, Nancy Gutierrez second the motion, all voted in favor, minutes approved
4. Family Story - Annie Converse
5. Educational Topic: Feeding Matters/ Josie Wilkins
 - i. Josie Wilkins presented on the work of Feeding Matters and the importance of improving awareness, identification, and treatment of Pediatric Feeding Disorder and Avoidant/Restrictive Food Intake Disorder. She explained that pediatric feeding disorders affect more than 1 in 37 children under age five and can significantly impact a child's growth, development, emotional well-being, and family life. Josie emphasized the challenges families face, including stress, isolation, and feeling unheard by healthcare professionals, while also highlighting the importance of recognizing caregivers as experts on their children. She shared the many resources Feeding Matters provides, including feeding questionnaires for early identification, parent mentor programs, educational opportunities, insurance support, and provider directories that connect families with experienced professionals. The presentation focused on the need for early intervention, collaborative care, and stronger support systems to help children with feeding disorders and their families thrive. For more information, <https://www.feedingmatters.org/>
6. Discussion Items/Topics
 - a. Tracorp Training ADALAW2000
 - i. The committee discussed the required Tracorp/ADA Law 2000 training for council members and reminded everyone to complete the training and submit their certificates to Brittany to ensure compliance. Sonia encouraged members experiencing issues accessing or completing the training to reach out for assistance.
7. Committee Updates
 - a. Transition Committee (Camille Verdugo/ Pilar Vargas)
 - i. Camille shared that there are no new updates from the Transition Committee since the last executive committee meeting. The committee will resume meeting on August 11 after a summer break and plans to continue moving forward with clarifications requested from the executive committee before determining next steps. Sonia thanked Camille for the update, and no additional questions were raised.
 - b. Fiscal Committee (Amber Neubauer /)
 - i. Amber shared that there are no major updates from the committee since the last executive committee meeting. However, a subgroup will be working over the summer to develop an application for family reimbursement following a request from ASIP. The committee hopes to have a draft ready to present in August and plans to collaborate with

the Family Engagement Committee for additional support and feedback during the process.

c. Family Engagement (Dani Merrill/ Lana Graber)

- i. Danielle provided updates from the Family Engagement Committee, sharing that she was elected chair following Alissa's departure and Lana Graber was elected vice chair. The committee also voted to move from monthly to quarterly meetings, with the next meeting scheduled for August 20. Danielle noted that the committee is continuing to recruit families to share their stories at upcoming meetings and encouraged members to refer potential participants. She also shared that the committee continues managing and growing the Facebook page while collaborating with the development committee by providing feedback on ways to simplify the family application process.

d. Development Committee (Christopher Keck / Amy Munoz)

- i. Christopher shared that the Development Committee has drafted two one-page summary documents outlining the Boards and Commissions appointment process and the ICC subcommittee application process. These drafts are currently being reviewed with the AzEIP team to help create clearer training and guidance tools for individuals interested in joining the ICC or its subcommittees. Sonia thanked all of the subcommittee chairs and members for their continued dedication, collaboration, and service, recognizing the time and effort being contributed across the committees.

8. AzEIP Updates

- a. The meeting included several updates related to AzEIP, early intervention services, and ICC engagement. Ena Binns recognized Annie for sharing her personal family story and highlighted how lived experiences strengthen the work being done within early intervention. AzEIP shared updates on the upcoming federal Differentiated Monitoring and Support (DMS) visit from the Office of Special Education Programs, including timelines for document submissions, stakeholder interviews, and the on-site visit scheduled for November 16–20. Additional updates included future early intervention contract proposals expected in 2027 and legislative updates regarding House Bill 2621 related to school enrollment procedures for children transitioning from Part C services. Lisa Vallee provided ICC membership and parent engagement updates, including newsletters, family connection opportunities, Facebook outreach, and new website resources to help families access service provider information more easily. Annie Converse presented data on timely early intervention services, explaining Arizona's compliance goals and current performance rates. Jessica Jimmerson and Amy Aeed reviewed informal and formal dispute resolution options, including mediation procedures and timelines. The meeting concluded with recognition of Tanya's upcoming retirement after 30 years with DES and appreciation for her lasting impact on AzEIP and early intervention services.

9. Public Comment - none

10. Action/Follow-up

- a. The council discussed several follow-up items, including Brittany continuing to send reminders and assist members with completing the required Tracorp training to maintain compliance. Members will also continue recruiting families to share their stories at future meetings, while also identifying backup presenters in case of cancellations. Council members were encouraged to consider sharing their own family experiences to help support and connect with other families. The group also reviewed upcoming meeting dates, including the Executive Committee meeting on August 20 and the General Council meeting on September 17, and expressed appreciation for Annie's story and the ongoing work being done to support children and families across Arizona.

11. Schedule Next General Committee - September 17, 2026

- a. Next Executive Committee - August 20, 2026

12. Adjourn 12:00pm

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