

ICC New Board Member Orientation



Welcome! We are excited to welcome our new ICC Council members today! We will be providing an overview of the expectations for work on the ICC Board and will have an opportunity for questions at the end. We hope that you bring your energy, expertise and love for Arizona children and families and find joy and fulfillment in doing so.

ICC stands for: Interagency Coordinating Council for Infants and Toddler



Introduction

- All present current ICC Board members, Arizona Early Intervention Program (AzEIP) support staff and new Board members please introduce yourself with some details on your background and how it relates to Arizona children birth to three and their families.

Purpose of the ICC

- It is very important for the infants and toddlers of Arizona, as each state must have an ICC Council, as mandated by the Federal Government; as stated on the ICC website:
- *The ICC advises and assists the Department of Economic Security, Arizona Early Intervention Program (DES/AzEIP), and its partner agencies to administer, promote, coordinate and improve early intervention for families and professionals. The purpose of the ICC is to advise and assist the Department of Economic Security (DES), as lead agency for early intervention in Arizona in the following areas:*
- *The development and implementation of early intervention policies.*
- *The full participation, coordination and cooperation of all appropriate public agencies in early intervention.*
- *Seeking information about any federal, state or local policies that facilitate and/or impede timely service delivery and taking steps to ensure that any policy, rule or statute problems are resolved.*



Format

- All meetings are virtual until further notice at which time they will be transferred to a hybrid meeting model (a combination of virtual and in-person). The ICC Council meets quarterly on Fridays. **All ICC Board Members are required to be at all Board meetings** and work as much as possible on their assigned Subcommittees. Voting may be required at Board meetings and in order to meet quorum requirements, which would ensure that the vote can occur, we need all ICC Council members to attend. You will receive emails with the links to all meetings with the agendas. If for some reason you do not get emails, please let us know.

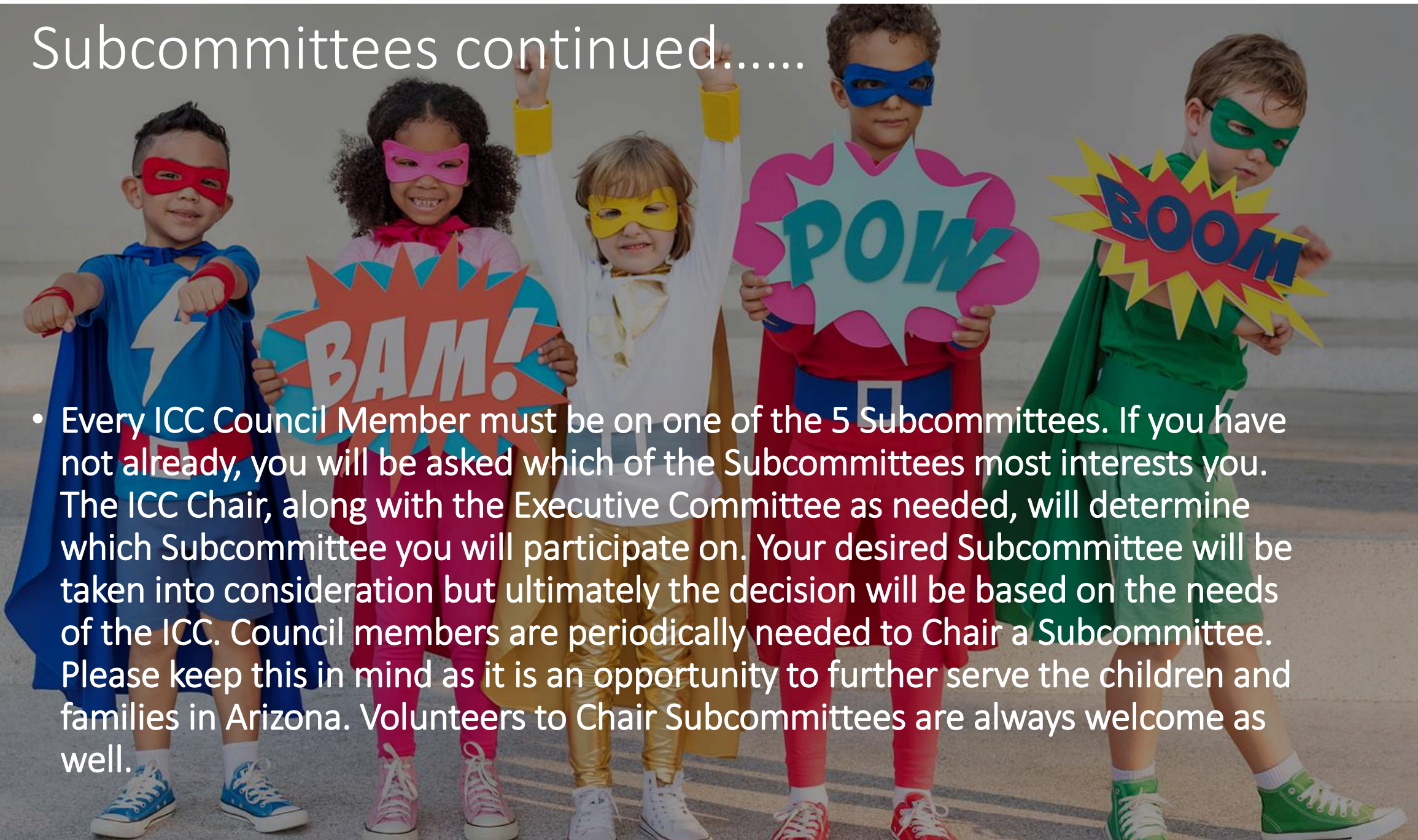


Subcommittees

- Additionally, each ICC Board Member is required to be on a Subcommittee of interest. Subcommittees meet quarterly at a minimum but may meet more based on the work that they are doing. While all meetings are extremely important, the subcommittees are where much of the detailed work occurs and where each Board member can utilize their skills to maximize their input.
- Subcommittees 1-4 are composed of a Chair (who may be an ICC Board member or a public subcommittee member), ICC Board members and members of the public (who apply and receive approval from the ICC Chair to be part of the subcommittees).
- Subcommittees may change as the ICC Board sees fit.

Subcommittees continued.....

- Every ICC Council Member must be on one of the 5 Subcommittees. If you have not already, you will be asked which of the Subcommittees most interests you. The ICC Chair, along with the Executive Committee as needed, will determine which Subcommittee you will participate on. Your desired Subcommittee will be taken into consideration but ultimately the decision will be based on the needs of the ICC. Council members are periodically needed to Chair a Subcommittee. Please keep this in mind as it is an opportunity to further serve the children and families in Arizona. Volunteers to Chair Subcommittees are always welcome as well.





Current Standing Committees

- **Development Committee:**
The purpose of this committee is to review ICC composition, recruit potential members, and make recommendations to fill vacancies to assure compliance with IDEA and ICC ability to effectively perform its duties.

Fiscal Committee

- The purpose of this committee is to engage providers to collaborate on building awareness of funding needs for AzEIP.



Family Engagement Committee



- The purpose of this committee is to ensure AzEIP families have the tools to share concerns, improvements and their own personal stories.

Transition Committee

- The purpose of this committee is to ensure that core team members are supported with quality resources surrounding the transition process.



Executive Committee

The purpose of the ICC Executive Committee is to:

- A. Initially review and discuss information and issues that will be addressed by the full council.
- B. Establish the framework for the overall ICC business, set and align agendas for the ICC Meetings and ensure standing agenda items are listed clearly on all agendas.
- C. Support the ICC chair to appoint ad-hoc work groups and subcommittee members.
- D. Review attendance of the ICC members as needed.
- E. Align all committee goals with AzEIP Outcomes and Objectives.



Scheduled Meetings

- ICC Council meetings are posted on the ICC website under: "ICC Meeting Dates and Agendas". They are typically scheduled quarterly on Fridays from **11:30am-2pm**. Often there are subcommittee meetings in the morning starting around 9am prior to the Council meetings; however, the individual subcommittees set their own schedules. Once your subcommittee is determined, the Chair of the Subcommittee will reach out to you with the schedule. These are also posted online.



Resources

- On the AzEIP website there is an "ICC for Infants and Toddlers" section (des.az.gov/interagency-coordinating-council-for-infants-and-toddlers) where the meeting dates/times, agendas, minutes are posted as well as additional information to review and reference. As a new ICC Council Member, it is highly recommended that you take a few minutes to go to this website to familiarize yourself with it and the resources on this site.

Bylaws

- The Bylaws are posted online at the site listed on previous slide. They are currently housed under: *Committees/To Apply for the ICC/ICC Bylaws*. Please read the ICC Bylaws as it is the official document that regulates what we do on the Board and clearly defines purpose and responsibilities. We review the Bylaws yearly to ensure that they are valid and to assess if any changes are needed.

- On the ICC website we have two resources that we strongly encourage you review: one is a video and one is a PowerPoint presentation. These are housed under: *Committees/To Apply for the ICC/Arizona Open Meeting Law Training and Open Meeting Law Training*. These are a set of laws that were intended to maximize public access to the governmental process, open deliberations and proceedings to the public, and prevent public bodies from making decisions in secret. This is why we have all agendas and minutes posted on-line, we post the agendas in advance of the meetings so that the public has an opportunity to listen to the meetings should they want to. As an ICC Board member we want to have all Council related discussions and decisions documented and open to the public for their comment. The PowerPoint document states: "a Public Body (including the ICC) MUST: provide notice, have an agenda, meet in public, permit public to attend accept for authorized executive sessions, take all action in public and prepare meeting minutes". Please go to the ICC website and review this important information. Periodically we have experts on this topic come to the Board meeting to give us all a refresher course on this.

Open Meeting Law



Officers

- From the ICC Bylaws: "The officers shall be a Chair and a Vice Chair, at least one of whom shall be a parent; as defined in Article IV Section 1 C." These officers are elected from the ICC Council. Please keep these positions in mind as vacancies become available. These are voluntary positions and are required to be filled in order to maintain operations of the ICC Board.

Questions? How can we help?

- **Contacts for Future Questions:**
- Lawrence "Edd" Schommer--AzEIP Representative
lschommer@azdes.gov; 480-284-2701
- Lana Graber--Acting ICC Chair
lanagraber@dynamitetherapy.com; 480-570-8154
- TBD--Vice Chair



Thank you for joining us today and we look forward to working with you!

