

# Meeting Minutes

May 14, 2025 9:00 am to 12:00 pm

Zoom: <https://utah-gov.zoom.us/j/86968694035>

Meeting ID: 869 686 94035

*This was a hybrid meeting*

In-Person location: Cannon Health Building

Conf. Room 128

288 N 1460 W

Salt Lake City, UT 84116

**In-Person Attendees:** Sondra Stegenga (chair), Lisa Davenport

**Virtual Attendees:** Chelsea Oaks, Shannon Choate (vice-chair), Dakota Matherly, Jamie Sellers, Kallie Stewart, Karen Borg, Kristin Bennion, Mandy Zeschke, Matthew Donahoo, Shaun Mower, Summer Gunn,

**Excused:** Jennifer Daily-Provost, Esperanza Reyes, Jeana Burgess, Leah Colburn

**Absent:** Kelly Garcia, Melinda Fabrizo, Jamie Douglas, Janis Ferre, Stephanie Morgan, Janel Preston, Robert Palmer

**DHHS Team:** Eliza Hintze

**Guests:** Aime Andeline, Mackenzie Rice-Hunsaker (interpreter), Amber Petersen, Ar, Cherilyn Hess, Curtis Phillips, DDI Vantage EI Group, Diane, Elizabeth Cave, Gregg Reed, Heather Waters, Janeal Dugmore, Jennifer Jackson (Interpreter), Kris Evans, Linsy Good (Central Utah Public Health Department), Melanie Linford, Michelle Burton, Mirna Chavez, Scott Newbold, Summit County EI Group, Tammy Allred, Teresa, Wendy Cross, Tressa Johnston

| Topic               | Discussion   |
|---------------------|--|
| Welcome             | Sondra Stegenga called the meeting to order at 9:03 am.<br>Confirmed the meeting is in compliance with Utah's Open Meeting Laws and is being recorded as a public record.  |
| Approval of Minutes | A quorum was confirmed with at least 13 ICC members present.<br>Shaun Mower made a motion to approve the March 26, 2025 ICC Meeting minutes. Lisa Davenport seconded the motion.<br>The minutes were approved unanimously. No objections or abstentions were |

recorded.

Rules &  
Participation

Sondra Stegenga announced that there are now vacancies for the positions of Chair and Co-Chair for the remainder of the 2025 meetings and upcoming 2026 meetings. A vote to be held for these positions at the September 24, 2025 meeting.

Members were reminded to review the updated ICC handbook.

Only ICC members may participate in agenda item discussions.

Public comments are welcomed at the designated time.

Presenters will allow questions at the conclusion of their segments.

It was also noted that the member contact list should remain separate from the handbook.

Action Item

The Council members will determine individually whether email addresses may be published by notifying Jessica Foard at [jfoard@utah.gov](mailto:jfoard@utah.gov).

Membership  
Updates

Sondra Stegenga announced that Shannon Choate is stepping down, creating a vacancy. Members are encouraged to consider nominations in advance. The Board expressed appreciation to Shannon for her dedication and hard work during her tenure.

Subcommittee  
Updates

Finance Subcommittee:

- Shaun Mower, Chair provided update.
- No recent activity since the last legislative update.
- Sean currently serves as Chair but is open to change.

Child Find Subcommittee:

- Emphasis on overlapping goals with Social Emotional subcommittee and cross-collaboration encouraged.

Social Emotional Subcommittee:

- Summer Gunn, Chair provided updates
- Developed goals for a coordinated, evidence-based messaging campaign.

Action Items

- Collaboration with Baby Watch is planned, with staff participation in the subcommittee.

Members requested an updated list of subcommittee members, to be provided by Jessica Foard.

Repetitive meeting notification emails were discussed. This could be due to updates posted to the public notice website. Jessica Foard will investigate possible solutions.

Baby Watch Report

Lisa Davenport provided the following updates:

- Federal Application: Submitted by May 21, 2025; received a modest increase (~\$200k).
- Child Find Activities:

- Outreach to NICUs and healthcare systems
- Collaboration with the University of Utah doctoral nursing student to support improving NICU referrals
- Collaboration with community partners
  - Participation with Utah's Early Hearing Detection & Intervention (EHDI)
  - Birth Defect Network
  - Home Visiting Programs
  - Utah Women & Newborns Quality Collaborative
  - Urgent care sites
  - Local conference sessions and tables
- Current contract with Help Me Grow Utah for screening and referral services
- Local programs conduct their own Child Find activities as per contract requirements.

#### The Utah Pyramid Model

#### Presentation by Amie Andelin on The Utah Pyramid Model

##### Key takeaways:

- The Pyramid Model supports children's social-emotional development through a three-tiered framework.
- Training and coaching aim to reduce challenging behaviors and enhance school readiness.
- Utah leads in national implementation across early intervention and preschool programs.
- Emphasis on collaboration with Baby Watch and use of fidelity tools to ensure effectiveness.

Presentation slides are attached. Presentation on The Utah Pyramid Model can be heard in the audio recording at 38:13 to 01:08:43.

#### Community Partners Update

##### Utah Parent Center (Lisa Davenport):

- Update provided by Lisa Davenport in Esperanza Reyes' absence
- As shared via email, the Utah Parent Center is still accepting parents for participation in the "Next Steps" support group, designed for families of newly diagnosed individuals.
- Information about the upcoming Family Festival at Tracy Aviary was shared and will be included in the meeting minutes.
- The grant application is now available on the website, with a detailed breakdown of the budget and federal funding allocations provided in Section 3 of the application.
- The entire funding amount has been allocated to direct services, including an additional \$204,688 incorporated into the new application specifically to support these services.

## DHHS, Office of Early Childhood (Dakota Matherly)

- Preschool Development Grant Funding: The next round of funding is expected to be released on August 1st, at which point the grant application process will officially begin.
- End of State Fiscal Year: As we approach the end of the state fiscal year, we are entering the contract renewal and development season. This is a particularly busy time as we work to complete required reports and initiate new contracts.
- Maternal and Child Health Block Grant (Title V): We are currently submitting proposals that may include early childhood initiatives. No significant changes to funding or priorities are expected until on or around October 1st.

## Office of Childcare (Melinda Fabrizio)

- Melinda not present, no updates provided.

## USDB (Karen Borg and Stephanie Morgan)

- No updates at this time.

## Children's Mental Health (Leah Colburn)

- Leah not present, no updates provided.

## Part B (Chelsea Oaks)

- Recent updates have been made to the TEDI system, which interfaces with BTOTS to support the tracking of all children transitioning from Part C to Part B services. It was noted that the system had previously filtered out some families, preventing them from being contacted regarding transition services. Early Intervention programs are encouraged to help inform families about the transition process.
- A representative from Part B will continue to reach out to each family referred through Part C. While families are not required to participate in Part B services, they will be contacted once a referral is made to ensure they are aware of available support and next steps.

## Early Head Start (Kallie Stewart)

- Although Head Start was initially included in the proposed federal budget cuts, it has since been removed from the list under the 'skinny budget' release. Despite this positive development, stakeholders are continuing advocacy efforts in anticipation of possible future funding threats.
- The National Head Start Association is encouraging alumni and current participants to sign a letter to the President to emphasize the value and

impact of Head Start services. Additionally, supporters are urged to sign petitions to local representatives in support of continued funding.

- Across Utah, all Head Start agencies are participating in a coordinated effort to collect 'impact letters' from families, staff, and community partners. These letters will demonstrate the program's influence and help visualize how many children and families would be affected by any loss of funding. Local directors are overseeing the collection of these letters.
- Individuals who have observed significant developmental progress in early intervention children due to Head Start involvement are encouraged to submit testimonials as part of this initiative.
- Utah was recognized as one of the top ten states in terms of participation in the National Head Start Association's advocacy campaign.
- Structural changes are currently underway at the Head Start regional office level. While the specific impact on local operations remains unclear, the presenter noted that the changes are not expected to significantly disrupt program functions.
- The Utah Head Start Association is in the process of hiring a part-time contract administrator to replace the outgoing Executive Director. Interested individuals are invited to inquire for more information.

Public Comment/  
Question

Guests and members of the public can participate in public comment using Zoom's Q&A feature.

- System Integration (TEDI & BTOTS):
  - Marla Nef asked whether the TEDI and BTOTS systems could be connected to automatically send referrals or notifications as children near transition.
  - Response: Chelsea Oaks shared that this functionality may be possible before the current contract ends on July 1, but nothing has been finalized yet.
- Transition Outreach Timing:
  - Diane raised concerns about school districts contacting families before the transition conference, sometimes as early as 35 months, which conflicts with Early Intervention timelines.
  - Response: It was clarified that districts may begin outreach if the transition conference has not occurred by 33 months, though some districts begin earlier due to high caseloads. Diane was encouraged to share specific cases so collaborative solutions can be explored.
- Legislative Advocacy (LCPD):

- Janet Wade, speaking for the Legislative Coalition for People with Disabilities (LCPD), shared that the group supported Baby Watch funding during the last session. She emphasized the importance of educating new legislators about early intervention and encouraged programs to invite legislators to visit during the summer months. LCPD has also launched a Children's Services Committee and welcomes parent involvement in advocacy efforts.
- More information: <https://lcpdutah.org/home.aspx>

**Next Steps**

Members will receive a short survey to share their preferences on future meeting formats—whether to continue with a hybrid model or move primarily to virtual meetings. An in-person anchor location will still be available either way.

The *next meeting is scheduled for September 24, 2025*, with voting on leadership positions, in addition to meeting minutes.

Members are encouraged to:

**Adjourn**

- Review and respond regarding inclusion of their contact info in the public handbook.
- Hold and document subcommittee meetings between full ICC meetings.
- Coordinate goals with Baby Watch and ensure alignment with state priorities.

*Motion to adjourn by Sondra Stegenga. The meeting adjourned at 10:59 am.*

**Approved**



**Utah Pyramid Model  
Inquiry Form**





Utah Parent Center

# THIRD ANNUAL FAMILY FESTIVAL DEFYING GRAVITY

## Free Admission

Talent Show, Music, Food,  
Arts & Crafts, Resource Fair,  
**Tracy Aviary Entry & Bird  
Experiences**



Friday June  
27th



Tracy Aviary @ Liberty Park  
589 E 1300 S, Salt Lake City

**[REGISTER AT: UTAHPARENTCENTER.ORG/FAMILY-FESTIVAL](https://utahparentcenter.org/family-festival)**



Follow Us for Updates  
**@utahparentcenter**



SCAN TO REGISTER





# NEXT STEPS

## NEW DIAGNOSIS PARENT SUPPORT GROUP

Free parent-to-parent support for parents of  
newly diagnosed children

**April 29, May 20, & June 24**  
**6:30 pm-8:30 pm**



**REGISTER:**  
**[bit.ly/apr29NewDXSupport](https://bit.ly/apr29NewDXSupport)**

Questions?  
[info@utahparentcenter.org](mailto:info@utahparentcenter.org)  
801-272-1051

5296 Commerce Dr #305,  
Murray, UT 84107



Bringing Hope  
Opening Doors  
Elevating Inclusion



More Events