

# Approved Minutes

September 24, 2025, 9:00 am to 12:00 pm

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

Meeting ID: 869 686 94035

*This was a virtual meeting*

**Attendees:** Sondra Stegenga, Chelsea Oaks, Dakota Matherly, Lisa Davenport, Jamie Sellers, Janel Preston, Jennifer Jackson, Kallie Stewart, Kelly Garcia, Mandy Zeschke, Matthew Donahoo, Melinda (Young) Fabrizio, Robert Palmer, Stephanie Morgan, Summer Gunn

**Excused:** Leah Colburn Karen Borg, Jeana Burgess, Shaun Mower

**Absent:** Jamie Douglas, Janis Ferre, Esperanza Reyes, Whitney Fenech

**DHHS Team:** Eliza Hintze, Jessica Foard

**Guests:** Clover Meaders (Presenter), John Copenhaver (Presenter), Makenzie Rice-Hunsaker (Interpreter)

Time	Topic	Presenter
9:00	Welcome Attendance Approval of Minutes (May 14, 2025)	Sondra Stegenga
9:05	Public Meeting Training	Clover Meaders
9:20	Utah State University Technical Assistance for Excellence in Special Education (TAESE) ICC Training	John Copenhaver and Alex Langevin
11:45	Membership <ul style="list-style-type: none"><li>• Vacancies (parent)</li><li>• Chair and Vice-Chair: Nominate/vote</li></ul>	Sondra Stegenga Jessica Foard
12:00	Adjourn	Sondra Stegenga

ICC Meeting agendas, minutes, and recordings are available publicly on the Utah Public Notice website:

<https://www.utah.gov/pmn/sitemap/notice/1023623.html>

**Call to Order**

Chair Sondra Stegenga called the meeting to order at 9:01 a.m. She welcomed members and attendees to the first ICC meeting of the year. The Chair confirmed the meeting was being held virtually in accordance with Utah's Open and Public Meetings Act (OPMA) and that the full recording would be maintained as a public record.

A quorum was confirmed.

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**Approval of Previous Minutes**

Chair Stegenga requested a motion to approve the May 14, 2025 meeting minutes.

- Motion: Jennifer Daly moved to approve the May 14, 2025 minutes.
- Second: Stephanie Morgan
- Vote: Unanimous approval; none opposed; no abstentions.

Outcome: Minutes approved as presented.

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**Open and Public Meetings Act (OPMA) Annual Training**

Presenter: Clover Meaders

Clover provided the annual training on the Open and Public Meetings Act (OPMA), emphasizing "sunshine laws" and members' responsibilities before, during, and after meetings.

Key highlights included:

- Before meetings: Post agendas publicly and avoid conducting quorum business outside official meetings, at least 24 hours in advance.
- During meetings: Record all meetings, limit actions to agenda items, and avoid private communication (messaging or texting) about board business.
- Closed sessions: Only permissible under Utah Code §52-4-205 with a two-thirds vote and legal counsel involvement.
- After meetings: Post recordings and minutes within 30 days.
- Violations: Actions taken in violation of OPMA may be voided by court order.
- Prohibitions on council members acting as a quorum or making decisions outside public meetings.
- Procedures for electronic meetings, recording, and minute requirements.
- Guidelines for public comments, closed meetings, and compliance penalties.
- Reminder that text or chat messages between members during meetings are considered public records under GRAMA.

Clover concluded by noting no legislative updates affecting public meetings and invited members to contact her at CRMEADERS@utah.gov with questions.

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**ICC Orientation and Federal Duties Training**

Presenters: John Copenhaver, Director, TAES; (Alex Langevin excused)

John Copenhaver delivered a comprehensive training on the purpose, duties, and federal regulations governing Interagency Coordinating Councils (ICCs) under IDEA Part C.

Key discussion points included:

- Overview of TAESE's mission to support ICCs nationwide and strengthen advisory functions under IDEA.
- Review of federal law and regulations (34 CFR §§303.600–303.605) regarding ICC establishment, membership, and duties.
- The ICC's advisory and assistance roles, emphasizing collaboration with the Lead Agency (Baby Watch Early Intervention).
- The importance of member engagement, advocacy versus advisory roles, and maintaining compliance with open meetings and conflict of interest requirements.
- Encouragement to read the Utah ICC Handbook (2025) for membership details, officer duties, and procedures.

John also discussed:

- The relationship between IDEA Part C and Part B, encouraging stronger coordination with Section 619 advisory panels.
- The process of providing advice and assistance, distinguishing between advocacy, advising, and assisting per federal definitions.
- The importance of capturing all ICC recommendations in the meeting minutes and reflecting them in the annual report.

A question from Stephanie Morgan prompted discussion on how to formally document ICC recommendations and agency responses.

Lisa Davenport clarified reporting requirements under the Annual Performance Report (APR).

Sondra Stegenga noted that ICC priorities would be revisited at the next meeting, consistent with the ICC Handbook.

John Copenhaver recommended that the Executive Committee review and follow up on recommendations between meetings.

Mr. Copenhaver also recognized the contributions of the Utah ICC Handbook Committee, led by Summer Gunn, and commended Utah's model for interagency collaboration.

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## **Executive Committee Overview**

The Council reviewed current ICC membership composition and officer positions. Vacancies remain for parent representative seats.

Chair Election:

- Nomination: Lisa Davenport nominated Sondra Stegenga to continue serving as Chair.
- Second: Janel Preston and Dakota Matherly seconded the nomination.
- Vote: 11 in favor, none opposed, none abstained.

- Result: Sondra Stegenga was re-elected as Chair for a one-year term.

#### Vice Chair Discussion:

No nominations were received during the meeting. Members were encouraged to consider serving and to discuss interest prior to the next scheduled meeting.

The Council also discussed potential future bylaw amendments to extend officer terms to two years and to stagger Chair and Vice Chair terms for leadership continuity.

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#### **Other Business**

- Discussion regarding the connection between the ICC and the Utah Special Education Advisory Panel to ensure coordination on shared priorities (e.g., transition, child find).
- Reminder that all meeting recordings, draft minutes, and materials will be posted within required timelines under OPMA.
- Members were encouraged to read meeting materials in advance and communicate absences to maintain quorum.

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#### **Adjournment**

Chair Stegenga thanked all participants and presenters for their time and contributions.

- Dakota Matherly motioned to adjourn meeting.
- Kallie Stewart seconded this motion.

**Meeting adjourned at 12:00 p.m.**

**Next meeting scheduled for Wednesday, November 19, 2025, 9:00 AM – 12:00 PM**