

ACDHH & EHDI Advisory Committee Meeting Minutes-Work Group

(Approved on June 12, 2025)

Date: May 8, 2025

Time: 10:00 AM – 11:37 AM

Location: Virtual (via Zoom)

I. Call to Order

Time: 10:04 AM

Chairperson: Latrina Harris-Lewis

II. Roll Call

Present Members:

- Latrina Harris Lewis
- Fran Altmaier
- Katie Fizz
- Dani Merrill
- Kelly Randall
- Dr. Wendy Steuerwald
- Annie Converse
Amber Hansen
- Rob Voreck (Note Taker)

Absent Members:

- Bibi Ashley
- Germaine Graham
- Melissa Klaman

Guests/Visitors:

- None

III. Approval of Agenda

The agenda was followed as presented, including discussion topics and vote.

IV. Old Business

No specific old business was brought forward during the meeting.

- **Motion to Approve:** Annie Converse
- **Seconded by:** Katie Fizz

V. New Business

A. Advisory Committee Membership – Hands & Voices GBYS collaboration

Discussion took place regarding inviting Heidi Klomhaus of Hands & Voices to fill a vacant seat on the committee.

- **Motion to nominate Heidi:** Fran Altmaier
- **Seconded by:** Katie Fizz

Discussion: Multiple members expressed support for Heidi's unique qualifications, including lived experience, ASL fluency, and her connection to families.

Annie Converse requested to abstain from the vote. Amber Hansen also abstained and noted that while she was not opposed, Heidi would not be her first choice.

Roll Call Vote (Present Members):

Katie Fizz: Yes

Dani Merrill: Yes

Kelly Randall: Yes

Dr. Wendy Steuerwald: Yes

Chairperson Harris Lewis: Yes

Annie Converse: Abstain

Amber Hansen: Abstain

Absent Members to Be Polled by Email:

Bibi

Germaine

Melissa

The Chairperson will send a formal invitation to Heidi pending receipt of all votes by end of business Friday. The decision will be finalized once all members have voted.

B. Survey Accessibility & Design

Discussion on survey format for families.

- Consensus to create a single Google Form with:
 - Embedded ASL videos (YouTube links with signers explaining each question)
 - Side-by-side Spanish translation under each English question
- Spanish translation to be completed by bilingual staff from AZ DHS.
- ASL video translation to be coordinated and recorded by native users on our ACDHH & EHDI advisory committee.

C. Family Letter Redesign

The diagnostic letter needs to be revised to include:

- Clear, neutral messaging
- Expanded resources beyond a single program
- Reference to Early Intervention
- Inclusion of updated survey QR code and materials

Chairperson Harris Lewis to circulate a draft letter for committee feedback.

D. Resource Packet Planning

Each committee member is to bring suggested materials to the **July in-person meeting** for review and selection of items for standardized family resource kits.

Goal: Create inclusive, accessible, and culturally sensitive resource folders.

VI. Public Comment

No public comment was noted or requested during the meeting.

VII. Action Items

Action Item	Responsible Party	Deadline	Accomplished
Email absent members for vote on Heidi	Chairperson Lewis	EOD Friday 5-9-25	<input checked="" type="checkbox"/>
Send draft letter to present members about voting	Chairperson Lewis	By end of day today 5-8-25	<input checked="" type="checkbox"/>
Finalize survey with translations	Subcommittee (ASL/Spanish)	Before end of June	<input type="checkbox"/>
Bring resources for packet review	All Committee Members	By July meeting	<input type="checkbox"/>

VIII Future Meetings:

Date	Meeting Place	Meeting Status	Date	Meeting Place	Meeting Status
Thurs. 10-17-24	ACDHH	<input checked="" type="checkbox"/>	Thurs. 5-8-25	ZOOM (Work Session)	<input checked="" type="checkbox"/>
Thus. 11-14-24	ZOOM (Work Session)	<input checked="" type="checkbox"/>	Thurs. 6-12-25	ZOOM (Work Session)	<input type="checkbox"/>
Thurs. 12-12-24	ZOOM (Work Session)	<input checked="" type="checkbox"/>	Thurs. 7-10-25	ACDHH	<input type="checkbox"/>
Thurs. 1-9-25	ACDHH	<input checked="" type="checkbox"/>	Thurs. 8-14-25	ZOOM (Work Session)	<input type="checkbox"/>
Thurs. 2-13-25	ZOOM (Work Session)	<input checked="" type="checkbox"/>	Thurs. 9-11-25	ZOOM (Work Session)	<input type="checkbox"/>
Thurs. 3-13-25	ZOOM (Work Session)	<input type="checkbox"/> Cancelled	Thurs. 10-9-25	ACDHH	<input type="checkbox"/>
Thurs. 4-10-25	ACDHH	<input checked="" type="checkbox"/>			

IX. Adjournment

Motion to adjourn: Annie Converse

Seconded: Kelly Randall

Time: 11:37 AM