

# ACDHH & EHDI Advisory Committee Meeting Minutes Work Group-June 12, 2025

**Date:** June 12, 2025

**Time:** 10:10 AM – 11:34 AM

**Location:** Virtual (via Zoom)

**Recorder:** Rob Voreck

**Interpreter Services Provided**

## **I. CALL TO ORDER**

**Time:** 10:10 AM

**Co-Chairperson:** Fran Altmaier

## **II. ROLL CALL/INTRODUCTION**

### **Present Members:**

- Fran Altmaier, Co-Chair
- Bibi Ashley
- Heidi Klomhauss
- Amber Hansen
- Carmen Green Smith
- Katie Fizz
- Annie Converse
- Germaine Graham
- Dani Merrill

### **Absent Members:**

- Latrina Harris-Lewis
- Dr. Wendy Steuerwald
- Melissa Klamann

### **Guest Members/Visitors:**

- Rob Voreck (Recorder)
- Carmen Green (ACDHH's duty)
- Ashley Martin (ACDHH's Communication Access Specialist)

### **Amber Hansen expressed concerns about the need for:**

- More transparent and collaborative dialogue within the committee.
- Making decisions in a timely manner without feeling rushed.
- Specific attention to how decisions are made regarding the addition of new committee members.
- Emphasized the importance of increasing Deaf representation on the board.

**Fran Altmaier acknowledged the concerns and requested that this topic be added to the agenda for the next meeting.**

### **III. APPROVAL OF AGENDA**

**Motion to Approve:** Katie Fizz

**Seconded by:** Dani Merril

### **IV. Work Session Focus Topics**

#### **1. Committee Membership**

- Discussion on member engagement and future recruitment needs
- Tabled this discussion to next meeting

#### **2. Survey Development**

- Review final draft of family survey
- **Confirm ASL and Spanish translation progress**

#### **Amber Hansen**

- Offered to assist in developing the ASL version of the survey and asked about a deadline.
- Emphasized the need for a clear completion date for the ASL video, suggesting August as a possible deadline, since the survey cannot be distributed without it.
- Agreed to collaborate with Latrina and Deaf community members to ensure authentic Deaf representation in the ASL video production.

#### **Bibi Ashley**

- Note that ASL translation cannot be included in a letter format.
- Stressed involving Latrina early in ASL video logistics and recruitment to ensure a feasible and inclusive process.

#### **Fran Altmaier**

- Shared that the online survey will include links to ASL translation videos.
- Stated she would follow up with Latrina regarding deadlines for the ASL video.
- Proposed finalizing the survey draft by the end of June, completing ASL video production in July, and launching the survey in August.

#### **General Committee**

- Discussed whether the survey should include both English and Spanish in one document or be separate; general consensus was to keep them as separate surveys.
- Agreed that an ASL translation should be available for both the English and Spanish versions of the survey.

- **Discuss outreach plan for distribution**

### **Amber Hansen**

- Suggested sending the survey to all parents, regardless of the child's age.

### **Bibi Ashley**

- Asked for clarification on survey recipients and delivery methods.

### **Dani Merrill**

- Inquired whether the survey would be ongoing or a one-time snapshot.

### **Fran Altmaier**

- Stated that outreach planning for survey distribution will take place once the survey is finalized.
- Confirmed that the survey is intended as a snapshot survey.
- Asked the committee to consider survey distribution frequency, whether it should be monthly or follow another schedule.
- Confirmed that the survey will target parents of newborns and is not limited to babies who were referred, but includes all who underwent newborn hearing screening.
- Reiterated the focus on newborn experiences to inform current process improvements.
- Noted that higher response rates were achieved previously through incentives and suggested using them again.

### **Heidi Klomhaus**

- Asked for clarification on the timing of when families would receive the survey in the screening process.
- Supported the idea of incentivizing the survey to encourage participation.

### **Katie Fizz**

- Recommended a two-month window for data collection to increase accuracy and participation.
- Asked about expected survey response rates.

### **General Committee**

- Discussed how the Department of Health Services (DHS) would distribute the survey, with the plan to mail it directly to families using the address listed on the baby's birth certificate.
- Agreed to target all newborns by mailing surveys directly to families using the address listed on the baby's birth certificate using QR Codes.
- Emphasized the goal of gathering current experiences to improve the newborn hearing screening process, focusing on present practices rather than retrospective accounts.
- Stated that the survey should include all families, not just those with children identified as Deaf or Hard of Hearing, to assess follow-up care and outpatient rescreening experiences.
- Acknowledged the difficulty of incentivizing participation and noted that response rates can still be low even when incentives are offered.

### **3. Family Letter Redesign**

- The current letter sent after diagnostic confirmation introduces families to the Guide By Your Side program but lacks information on other family resources and early intervention.
- Committee discussed updating the letter to:
  - Inform families about Early Intervention services (e.g., AzEIP) and referral gaps.
  - Include QR codes linking to multiple resources such as: Arizona Hands and Voices, Guide By Your Side, Early Intervention, and specialists for Deaf and Hard of Hearing children to enhance usability.
- Members agreed to review the existing letter (to be redistributed) and bring suggestions for improvements to the next meeting.

### **4. Family Resource Packet Planning**

- Brainstorm ideas for inclusive and accessible materials
- Outline structure of packet and potential contributors
- Prepare for selection process at July in-person meeting
  - Fran Altmaier suggested making this agenda item an action item for the next meeting.
  - The committee discussed developing a family resource packet that would accompany the updated family letter.
  - The goal is to compile a set of inclusive, user-friendly, and accessible materials that guide families after diagnosis.
  - Members are encouraged to bring resource ideas to the July in-person meeting for collaborative review and selection.
  - The packet is intended to include relevant information and materials to help families navigate next steps without being overwhelmed.

## **V. OPEN DISCUSSION ITEMS**

### **Amber Hansen**

- Expressed concern about not receiving sufficient information in advance of meetings.
- This concern was acknowledged and scheduled for discussion at the next meeting.

### **Bibi Ashley**

- Asked for clarification regarding member representation on the committee.
- Expressed concern that there are too few Deaf individuals actively participating on the committee.
- Identified only four current Deaf/HH members: Amber, Bibi, Heidi, and Melissa.
- Supported the need for increased Deaf representation beyond the inclusion of hearing parents of Deaf/Hard of Hearing children.

### **Carmen Green Smith**

- Noted that the grant requires a minimum of 25% representation from Deaf/Hard of Hearing individuals on the committee.

**Fran Altmaier**

- Clarified that the 25% representation includes both Deaf individuals and hearing parents of Deaf/Hard of Hearing children.
- Agreed to add the topic of committee representation and recruitment of Deaf individuals as a future agenda item.

**General**

- No additional discussion items were raised.

**VI. ACTION ITEMS**

- Finalize survey draft by end of June.
- Coordinate ASL video production in July with Latrina and Deaf community members.
- Distribute current family letters to committee members for review before the July meeting.
- Prepare suggestions for family letter redesign and resource packet for next meeting.
- Discuss committee representation and Deaf member recruitment at the next meeting.
- Address Amber’s concerns about meeting information distribution in the next meeting.

**VII. Reminder: Upcoming Meetings**

Thurs. 11-14-24	ZOOM (Work Session)	<input checked="" type="checkbox"/>	Thurs. 5-8-25	ZOOM (Work Session)	<input checked="" type="checkbox"/>
Thurs. 12-12-24	ZOOM (Work Session)	<input checked="" type="checkbox"/>	Thurs. 6-12-25	ZOOM (Work Session)	<input checked="" type="checkbox"/>
Thurs. 1-9-25	ACDHH	<input checked="" type="checkbox"/>	Thurs. 7-10-25	ACDHH	<input type="checkbox"/>
Thurs. 2-13-25	ZOOM (Work Session)	<input checked="" type="checkbox"/>	Thurs. 8-14-25	ZOOM (Work Session)	<input type="checkbox"/>
<del>Thurs. 3-13-25</del>	<del>ZOOM (Work Session)</del>	CANCELLED	Thurs. 9-11-25	ZOOM (Work Session)	<input type="checkbox"/>
Thurs. 4-10-25	ACDHH	<input checked="" type="checkbox"/>	Thurs. 10-9-25	ACDHH	<input type="checkbox"/>

**VIII. MOTION TO ADJOURN**

- **Motion to adjourn made by** Heidi Klomhauss.
- **Seconded by** Katie Fizz.
- **The meeting adjourned at** 11:34 AM.
- The next meeting is scheduled for July 10, 2025, in person at ACDHH at 10 AM - 12 noon