

**ACDHH & EHDI Advisory Committee
In Person Meeting Agenda**

Date: Thursday, July 10, 2025

Time: 10:00 AM – 12:00 PM

Location: ACDHH Board Room 100 N 15th Ave #104, Phoenix, AZ 85007

I. Call to Order

- Chairperson: Latrina Harris-Lewis
- Time: 10:07 AM

II. Roll Call

First Name	Last Name
Fran	Altmaier
Bibi	Ashley
Annie	Converse
Katie	Fizz
Germaine	Graham
Amber	Hansen
Latrina	Harris-Lewis
Melissa	Klaman
Dani	Merrill
Kelly	Randall
Wendy	Steuerwald
Heidi	Klomhaus
Eric	Alvillar (Note taker)
Carmen	Green Smith
Katherine	Fullerton

- Present Members
- Absent Members
- Guests

III. Approval of Previous Meeting Minutes - Brief Review of June 12, 2025 Work Session Notes

- **ACDHH & EHDH Advisory Committee Meeting Minutes-Wor...**
Motion to Approve: Fran Altmaier
Second: Germaine Graham

IV. Focus Topics (Old Business)

1. Committee Membership & Representation

- Member engagement and recruitment strategies
- Deaf representation update (25% grant requirement)
 - Includes D/HH individuals and parents of D/HH children
- Current member breakdown:
 - 4 of 12 members (Annie, Fran, Kelly, Dr. Wendy) do not meet D/HH criteria
 - All contribute professional knowledge and expertise
- Committee composition:
 - $\frac{2}{3}$ D/HH lived experience (children and adults)
 - $\frac{1}{3}$ professionals/parents with lived and/or professional experience
- Review the proposed approach to recruit new members

2. Survey Development

- Finalize family survey draft
 - Questions are finalized — thank you!
- Confirm status of ASL video production and Spanish translations
 - Unfortunately, not yet completed. Amber, Bibi, and I, Latrina will collaborate to continue progress in Melissa's absence.
- Set ASL video deadline (July)
 - Slight delay — new target deadline is **July 18, 2025.**
- Discuss outreach plan, distribution method (mailing with QR code), and target groups
- Review use of participation incentives
- Establish data collection window and frequency (e.g., snapshot survey or recurring distribution)

3. Family Letter Redesign

- Review current letter-
 - ☰ ACDHH & EHDI Working Doc: Newly Diagnosed Families
- Propose edits: clarity, tone, additional resources
- Add QR codes linking to programs and services
- Determine finalization timeline: aiming for completion soon

4. Family Resource Packet Planning-

▣ Resource Compilation - shared with families

- Brainstorm content ideas for inclusive, accessible materials
- Identify structure, contributors, and format
- Prepare for resource selection and packet development during this in-person session

V. Open Discussion Items (New Business)

- View More NBS ASL Videos-Feedback with Deaf/HH Committee Members

VI. Next Steps & Action Items

1. Family Resource Packet
2. Deaf representation on the committee-includes children and adults

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"/> Still work in progress
Bring resources for packet review-in person	All Committee Members	In July meeting	<input checked="" type="checkbox"/>

VII. Reminder: Upcoming Meetings

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

VIII. Public Comments:

Katherine Fullerton

Carmen Green Smith

IX. Adjournment

- **Motion to adjourn:** Fran Altmaier
- **Second:** Germaine Graham
- **Time:** 11:59 AM