

# ACDHH & EHDI Advisory Committee In Person Meeting Minutes

**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 & EHDI Advisory Committee Meeting Minutes-Work G...**  
**Motion to Approve:** Fran Altmaier  
**Second:** Germaine Graham  
**Minutes Approved:** Yes

### **IV. Focus Topics (Old Business)**

#### **1. Committee Membership & Representation**

- Reviewed member engagement and recruitment strategies.
- Deaf representation update discussed (25% grant requirement).
- Current member breakdown: 4 of 12 members do not meet D/HH criteria but contribute professional expertise.
- Discussed recruitment approach to meet the  $\frac{2}{3}$  D/HH lived experience requirement.

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

- Family survey draft finalized; questions confirmed.
- ASL video production and Spanish translations delayed
- New target deadline for ASL video production: **July 18, 2025.**
- Outreach plan includes mailing with QR codes and participation incentives.
- Data collection window and frequency discussed for optimal participation.

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

- Reviewed current letter document.
- Proposed edits include improved clarity, tone, and adding QR codes linking to programs/services.
- Timeline for finalization discussed, aiming for completion soon.

#### 4. Family Resource Packet Planning-

##### ▣ Resource Compilation - shared with families

- Brainstormed content for inclusive and accessible materials.
- Discussed structure, contributors, and format for packet.
- Agreed to compile a digital binder with sections (e.g., Deaf Mentor program, AzEIP, medical, appointments, ACDHH brochures).
- Committee members encouraged to add and update resources in a shared folder.
- Noted that brochures and resource materials need to be updated for accuracy, including revised branding for the Department of Economic Security (DES), the new name "Encircle Families" (formerly Raising Special Kids), and updated school names.
- Discussed including QR codes and digital-friendly resources due to decreased paper use.
- Discussed adding links like Off to a Great Start (Hands & Voices) and Arizona Health Department resources.
- Decided to keep the resource list broad to avoid frequent updates.
- Noted referral to [EHDI-PALS](#) online for pediatric audiologist listings instead of printed lists.

#### V. Open Discussion Items (New Business)

- Reviewed the newly updated Newborn Screening ASL-interpreted videos, which include content on prenatal education, newborn screening (blood spot, hearing, and critical congenital heart defects), and follow-up procedures.
- Committee requested feedback on the ASL interpretation for clarity and accuracy from Amber Hansen, Bibi Ashley, and Heidi Klomhaus (and possibly Melissa Klamman).
- Discussed sign language choices for specific terminology, including potential adjustments to the interpretation of the term "early intervention."
- Identified the need to schedule a dedicated time for committee members to collectively review and provide feedback on the ASL-interpreted video content.
- Suggested integrating children's books and materials such as *My First ASL* and high-contrast books into outreach efforts and family incentives.

## VI. Next Steps & Action Items

1. **Video Review:** Schedule time for committee members to review ASL videos and submit feedback by the next meeting.
2. **Family Resource Packet:** Continue updates and revisions to ensure accessible, inclusive content.
3. **Representation:** If needed, we will identify and invite additional Deaf community members, including children and adults, to participate in the committee or provide input for the next advisory committee cycle.
4. **Book List for Outreach:** Develop a list of recommended ASL and high-contrast children’s books for use in outreach and incentive programs.

## 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"/>
<del>Thurs. 3-13-25</del>	<del>ZOOM (Work Session)</del>	CANCELLED	Thurs. 10-9-25	ACDHH	<input type="checkbox"/>
Thurs. 4-10-25	ACDHH	<input checked="" type="checkbox"/>			

## VIII. Public Comments:

- Katherine Fullerton
  - “Let me say thank you to sit in and see all the important work and how I can help to facilitate some of the action items.”
- Carmen Green Smith
  - Thanked the committee and acknowledged action items.

## IX. Adjournment

- **Motion to adjourn:** Fran Altmaier
- **Second:** Germaine Graham
- **Time:** 11:59 AM
- **The next Zoom Online Work Group is scheduled:** August 14, 2025
- **Public meeting and one-year anniversary event:** October 9, 2025