

Local Interagency Coordinating Council (LICC)

Meeting Notes

Thursday, September 25, 2025, 6:00-7:30 pm

I. Welcome (Jennifer/Anna/Rachel)

- a. Introductions of Committee Members – members, and guests were introduced
- b. New Manager Kim Hymes, Manager III with the Infants and Toddlers Program was introduced to the group.
- c. Guests – Devlina Chakravarty (parent), Nathan Kelly (parent), Jimmy Venza (Lourie Center), Danyell Lincoln (parent), and Danielle Robinson (parent) joined the group

II. Minutes from May meeting (Anna/Rachel)

- a. Action: vote to approve – The meeting minutes from May 2025 were unanimously approved with no edits.

III. Updates from Agencies and Committees (Jennifer)

- a. MSDE Update – No updates
- b. Program Updates – No updates.
- c. MCPS – No updates

IV. Board Updates

a. Outreach and Awareness of LICC Update (Deborah) –

The Summer Outreach Committee worked to identify and address factors contributing to the decline in participation from both committee and parent members. As part of this effort, meetings were scheduled with parents involved in the ITP and FIC programs. The committee focused on the following:

- Increasing understanding of the functions and role of the Local Interagency Coordinating Council (LICC)
- Sharing information about the LICC with families and gauging their interest in joining
- Conducting parent information sessions with ITP families
- Developing and distributing a Parent Interest Survey

Parent Interest Survey Details:

- Sent to approximately 2,000 families via email, five times
- Response rate: Less than 1%

Key Findings from Survey Respondents:

- LICC Awareness: 67% had no prior awareness of the LICC
- Interest in Learning More: 100% expressed interest in learning more about the LICC's role
- Interest in Joining: 100% indicated they would be interested in joining
- Preferred Meeting Times: 16% identified 5:30–7:30 PM as the most convenient time slot

b. Nominations for Chairs (Jennifer)

- Open for Nominations
 - Voting for the co-chairs will take place at the 11/20/2025 meeting.
 - **Action: Nominees**
 - **Anna Alderete**
 - **Danyell Lincoln**

c. Recruitment (Jennifer)

A Membership Recruitment Committee has been established, consisting of the following members:

- Deborah Gudger
- Nancy Hiltbrand (*Marie Marino will serve as an alternate if needed*)
- Kim Hymes
- Danyell Lincoln
- Danielle Robinson
- Sophia Watts-Jenkins

d. Board Composition Guidelines

The board should include representation from the following stakeholder groups:

- Parent Representation
 - 20% of voting membership will be parents of infants, toddlers, and children up to kindergarten entry age with developmental delays. Parents of children with the ages of five and twenty-one who have a development delay or disability may be included as a member when no parent of an infant of toddler with developmental disabilities is available for membership;
- Public Providers
 - Four representatives from public service providers from MCPS and DHHS.
- Higher Education
 - At least one person involved in higher education.
- Early Intervention Providers
 - At least six representatives involved as early intervention service provision including representatives from Head Start, Early Head Start, Child Care, private providers and advocacy groups.
- Government
 - At least one elected official, and
- MCITP Regional Site Coordinators

e. LICC Committees

Members chose committees:

- Family and Community Involvement Committee
 - Jennifer Arnaiz
 - Jill Ginsburg
 - Danyell Lincoln
 - Sophia Watts-Jenkins
 - Kim Hymes
 - Anna Alderete
 - Nathan Kelly
 - Stella Akello
- Inclusive Childcare Committee
 - Jennifer Arnaiz
 - Beth Boyle
 - Lauren Mangrum
 - Tamieka Thomasson
 - Marie Marino
 - Kim Hymes
- Nominating Committee
 - Jennifer Arnaiz
 - Nancy Hiltbrand
 - Danielle Robinson

- Kim Hymes
- Julie Boyd

- f. Review of Bylaws (Jennifer)
 - i. Consensus on Additions/Updates.
 All were unanimously approved.

Action: Include a revision date of September 25, 2025.

V. Confirm FY26 Virtual Meeting Schedule (Anna) –

- a. September 2025
 - Executive: Friday, September 19, 1-2 pm
 - LICC: Thursday, September 25, 6-7:30 pm
- b. November 2025
 - Executive: Thursday, November 13, 1-2 pm
 - LICC: Thursday, November 20, 6-7:30 pm
- c. March 2026
 - Executive: Thursday, March 12, 1-2 pm
 - LICC: Thursday, March 19, 6-7:30 pm
- d. May 2026
 - Executive: Thursday, May 14, 1-2 pm
 - LICC: Thursday, May 21, 6-7:30 pm

VI. Summary/Adjournment – the meeting was adjourned at 7:20 p.m.

Acronyms

ADA - American with Disabilities Act

CLIG - Consolidated Local Implementation Grants

COS - Child Outcome Summary

DHHS – Department of Health and Human Services

ECCC - Early Childhood Coordinating Council

ELA - Early Learning Assessment

EXCELS - Excellence Counts in Early Learning and School-Age Care, Maryland’s quality rating improvement system

FIC - Family Involvement Center

IEP - Individualized Education Program

IFSP - Individualized Family Service Plan

KRA – Kindergarten Readiness Assessment

LIR--Local Implementation Results

LISS – Low Intensity Support Services

LRE - Least Restrictive Environment

MCPS – Montgomery County Public Schools

MSDE - Maryland State Department of Education

OCC - Office of Child Care

Part B - Children (ages 3-21) receive special education and related services through Part B of the Individual with Disabilities Education Act (IDEA)

Part C - The Infants and Toddlers Program is established through Part C of the Individual with Disabilities Education Act (IDEA)

PBIS – Positive Behavior Intervention Support

RBI - Routine Based Interviews

R&R - Montgomery County Child Care Resource & Referral Center

SEFEL - Social Emotional Foundation for Early Learning

SICC – State Interagency Coordinating Council

SSIP - State Systemic Improvement Plan