



DEPARTMENT OF HUMAN SERVICES

AGING AND DISABILITY SERVICES DIVISION
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Nevada Early Intervention Interagency Coordinating Council Family Support Resource Subcommittee Draft Meeting Minutes DRAFT

Wednesday, October 22, 2025

This meeting was held virtually via Microsoft Teams

1. Call to Order, Roll Call, and Announcements: *Janice Lee, Family Support Resource Subcommittee Chair*

Janice Lee welcomed all on the call and took the meeting out of order and began with agenda item number three (3), member introductions which also doubled as roll call and opened with an ice breaker question for everyone present on the call. A quorum of members was present, and the meeting was called to order at 2:04 p.m.

Members Present: Janice Lee, Amy Hendrickson, Laurie Henderson, Robin Kincaid, and Anita Kelly

Public Attendees: Bree Melvin; Tilton's Therapy

Part C Support Staff: Horidaleth Castro Vazquez; Melissa L. Slayden; Mary Garrison

2. Public Comment:

Melissa L. Slayden, Part C Office, shared that she has three items that she would like to speak to at the next meeting. First would be the targets for family survey responses, the second item would be the 2025 family survey report, and then the third item will be the 2026 family survey as a project.

3. For Information Only: Family Support Resource Subcommittee Member Introductions — *Janice Lee, Family Support Resource Subcommittee Chair*

Janice Lee began introductions at the beginning of the meeting, and all members present answered the ice breaker question "What is your favorite fall routine or ritual that you do?".

4. For Information Only: Purpose of the Family Support Resource Subcommittee — *Janice Lee, Family Support Resource Subcommittee Chair*

Janice Lee shared information with the subcommittee members regarding the purpose of the Family Support Resource Subcommittee from the top of page six (6) of the transcript to the top of page fifteen (15), the discussion focused on:

- Getting input from current members present regarding things they would want this subcommittee to focus on and work on what our purpose is going to be.
- What current members would like to identify, focus on, or learn more about.
- Activities the Family Support Resource Subcommittee has participated in in the past.
- Access for families or opportunities to travel to national conferences to get more families represented on the ICC.

Janice Lee asked the members present if any of them had participated in the Family Support Resource Subcommittee in the past and asked Robin if it was correct that she was previously on this subcommittee for the ICC.

Robin Kincaid responded, stating that is correct and mentioned that at one point they were doing a calendar that Dan oversaw which incorporated some pictures and stories of beautiful children. Parents gave permission. She does not necessarily know if the wall calendar would be something people use anymore. Finding a more modern way to do this can help families feel more comfortable about sharing their stories at ICC meetings. Maybe a newsletter is something we could consider at some point. She also asked Mary Garrison and Melissa L. Slayden if they recall any other activities.

Mary Garrison responded, stating that the Part C Office did have that conversation about the calendar before Dan retired because he did a lot of work in gathering the materials for the calendar. Some of the great things about it were that it also highlighted the recognition months for different disabilities and things like that and the family stories. She mentioned an idea they had was a day planner which could include family stories and pictures, sections that talk about typical levels of development, and resources that families can utilize. This is something parents could carry with them everywhere and use daily. Also provided information regarding the newsletter Dan sent out on a quarterly basis.

Robin Kincaid added to Mary Garrison's statement stating that she wants to make sure it's clear that the newsletter was sent electronic. They would get the newsletter in their email inbox, and I think that that's the direction you would want to go to find a way to link people to information but not put them in a situation where they have to read every word of the newsletter in order to gain information. She thinks that would be a way to revamp the situation. She would love to see developmental specialists encourage families to write their story. Other than a planner, even a small notebook that had a few resources in it would be a good resource.

Janice Lee thanked everyone for their input and asked if there were any other thoughts or ideas for the discussion today.

Robin Kincaid stated she would really like the subcommittee to focus on trying to help identify ten families that would be willing to tell their stories and put them in the meetings in some fashion.

Janice Lee responded, stating she thinks that it is a plan for the council meetings in general to embed essentially a standing item related to sharing stories from the family side but also provider or developmental specialist side as well. The larger goal is council wide, then maybe there are likely to be specific activities for this subcommittee.

Robin Kincaid shared one last statement, stating that she's wondering if there's value in participating in upcoming early childhood conferences through 2026—maybe by hosting a table. She'd be happy to help, and we could rotate staff to share information about the ICC and the work being done to support early childhood professionals. It might also be worth exploring early intervention fairs that focus on Part C services, especially those drawing families with infants and toddlers. Clark County School District had some

great early intervention sessions and distributed learning materials, though it's unclear if that grant will continue—we should check with Delilah. With the NVAEYC conference coming up next year, it could be a good opportunity to raise awareness about the ICC and their role in early intervention.

Janice Lee responded to Robin Kincaid's statement stating that our annual state conference (often called Navasi) will be held in Sparks in April 2026, which presents a great opportunity. She's currently preparing proposal submissions—due next week—and considering including something about our early intervention work, ICC, and this subcommittee as part of an outreach or educational effort. The conference theme this year is focused on play (possibly titled "Powerful Play"), so all proposals must align with that. It's a good chance to share information about available services for young children, especially since school districts begin working with kids at age three (3), and many families have younger siblings or relatives. She'll add this idea to the list and explore whether we can submit something meaningful. She also asked if there were any other thoughts or things to add in the notes for potential activities, hearing none, she moved onto the next item on the agenda.

5. For Possible Action: Discussion and possible vote on the selection of Meeting Dates for 2025-2026 Family Support Resource Subcommittee — *Janice Lee, Family Support Resource Subcommittee Chair*

Janice Lee opened discussion to schedule the next meeting for the Family Support Resource Subcommittee. A standing meeting through 2026 would be ideal but she thinks that is probably not likely or possible for today so focused on scheduling to meet in mid to late November for their next meeting in 2025.

Melissa L. Slayden stated that for the target setting for the Annual Performance Report (APR), Indicator four (4), and the 2026 family survey, it would be best to do it before the end of December 2025.

Janice Lee thanked Melissa for her input and asked if there were any other thoughts or input around the next meeting date.

Robin Kincaid stated that she appreciates the afternoon as her mornings are a bit hectic. We really want Laurie Henderson to participate so she doesn't mind working around her schedule.

Janice Lee stated that is what she was going to bring up, as Laurie and herself talked last week regarding working towards a 3:30 pm meeting time so that she doesn't have to interrupt her class or get a sub.

Laurie Henderson stated her contract goes till four (4).

Janice Lee responded, stating a 4:00 p.m. meeting would be more ideal.

Horidaleth Castro Vazquez shared that she will be taking leave from November 5-12, 2025.

Janice Lee stated those dates seem too early but thanked Horidaleth for sharing. She stated the week of Thanksgiving is probably a bit too crazy. She suggested the week of November 17, 2025, as a potential possibility or looking at the first week of December.

Mary Garrison shared that November 17, 2028, at 10:00 a.m. is the ICC Service Delivery Subcommittee meeting but she did hear the members prefer afternoon so there could still be an afternoon meeting that same day without a problem. She also checked to see other meetings or events that she could see

on her calendar in case anyone on the subcommittee may be attending and mentioned there is an Early Childhood Advisory Council (ECAC) and Infant Toddler Coordinators Association (ITCA) meeting on November 19, 2025.

Janice Lee then suggested meeting November 20, 2025, at 4:00 p.m. and asked if that could be a potential possibility.

All members present agreed to meet again on November 20, 2025, 4:00 p.m.

Mary Garrison then stated that it sounds like 4:00 p.m. is probably a good time for people if they're needing afternoon and asked Janice if she wants to consider a vote to potentially select the third Thursday of every other month or if she wants to wait until we have had a couple of meetings. She mentioned other subcommittees waited to see where they were with work that they needed to do but at some point, it's nice to select a reoccurring date.

Janice Lee responded, stating that is what she was thinking as well, and yes, a regular standing meeting would be lovely, but she knows we're missing a couple of subcommittee members because this day and time did not work for them. There was no one day and time that worked for everyone so she is hoping that if we can get everyone together at our next meeting and build some momentum that we could get a standing meeting because that would be helpful for her calendar as well.

Confirmed next scheduled meeting for November 20, 2025, 4:00 p.m.

6. Public Comment:

Mary Garrison stated that this would be a good time if anybody has any trunk or treats or events like that happening in their area.

Horidaleth Castro Vazquez shared that the Nevada Blind Children's Foundation just had their Trunk or Treat event on October 17, 2025, and Foster Kinship Trunk or Treat on October 24, 2025, I will be hosting a trunk in representation of IDEA Part C and Nevada Early Intervention Services (NEIS).

Anita Kelly shared that at the Division of Child and Family Services (DCFS) they are going to do something on October 13, 2025, with the Division of Public and Behavioral Health (DPBH) in Carson City. They decorate and have a lot of kids come through. They will have a lot of candy and are doing a circus theme. Another area is Hocus Pocus, and they always have a contest. She also shared that last year they did Alice in Wonderland and won.

Laurie Henderson shared that Thursday, October 23, 2025, the Northern Nevada Community Group will be having a Trunk or Treat at Roller Kingdom, which should be from 4:00 p.m. to 6:00 p.m. Friday, October 24, 2025, Cold Springs Middle School will also be having a Trunk or Treat. She also shared that The Boys and Girls Club is sponsoring a Trunk or Treat as well which will have food trucks and other things from 4:30 p.m. to 6:30 p.m.

7. Adjournment — Janice Lee, Family Support Resource Subcommittee Chair

Janice Lee thanked everyone for attending, and the meeting was adjourned at 2:50 p.m.