

OPERATING PROCEDURES

Regional Interagency Early Intervention Committees

Name of Regional Committee:

Statutory Requirements:

Purpose of Interagency Early Intervention Committee: M.S. 125A.30

(a) A group of school districts or special education cooperatives, in cooperation with the health and human service agencies located in the county or counties in which the districts or cooperatives are located, must establish an Interagency Early Intervention Committee for children with disabilities under age five and their families under this section, and for children with disabilities ages three to 22 consistent with the requirements under sections 125A.023 and 125A.027. Committees must include representatives of local health, education, and county human service agencies, early childhood family education programs, Head Start, parents of young children with disabilities under age 12, child care resource and referral agencies, school readiness programs, current service providers, and agencies that serve families experiencing homelessness, and may also include representatives from other private or public agencies and school nurses. The committee must elect a chair from among its members and must meet at least quarterly.

(b) The committee must develop and implement interagency policies and procedures concerning the following ongoing duties:

(1) develop public awareness systems designed to inform potential recipient families, especially parents with premature infants, or infants with other physical risk factors associated with learning or development complications, of available programs and services;

(2) to reduce families' need for future services, and especially parents with premature infants, or infants with other physical risk factors associated with learning or development complications, implement interagency child find systems designed to actively seek out, identify, and refer infants and young children with, or at risk of, disabilities, including a child under the age of three who: (i) is the subject of a substantiated case of abuse or neglect or (ii) is identified as directly affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure;

(3) implement a process for assuring that services involve cooperating agencies at all steps leading to individualized programs;

(4) identify the current services and funding being provided within the community for children with disabilities under age five and their families; and

(5) develop a plan for the allocation and expenditure of federal early intervention funds under United States Code, title 20, section 1471 et seq. (Part C, Public Law 108-446) and United States Code, title 20, section 631, et seq. (Chapter I, Public Law 89-313).

(c) The local committee shall also participate in needs assessments and program planning activities conducted by local social service, health and education agencies for young children with disabilities and their families.

Responsibilities/Priorities

Relationship to:

1. **State Agencies:** Minnesota Department of Education is the lead agency for Part C Early Intervention services, with Minnesota Department of Health and Department of Human Services participating as state partners, in delivering a comprehensive and coordinated interagency system. State agency staff may attend and participate in the Region 6 HELP ME GROW IEIC as ex officio members. Minnesota Department of Education will determine a way to establish this across the state (i.e., state staff could be a liaison with each region for attendance at meetings, etc.).
2. **Governor's Interagency Coordinating Council:** The Region 6 Help Me Grow designee will attend the ICC meetings and report the business of the Regional IEIC to the ICC in the role of a guest.
3. **Special Education Administrative Units (SEAs), Regional projects:** The Region 6 Help Me Grow IEIC will collaborate with SEAs to examine and distinguish local vs. regional priorities. Funding priorities will be established to help guide funding decisions at the SEAU.

Scope of work/mission creep issues (statutory requirements; responsibility chart):

Maintain documents (where, who, individual ownership vs. IEIC ownership):

Local Primary Agency will maintain IEIC documents. Examples of documents include Operating Procedures, Work Plan, meeting minutes, fiscal host, membership rosters, meeting sign-in sheets, and other documents as identified. They will be shared via Google Drive.

Website posting: IEIC minutes, work plan, operating procedures, membership information and budget will be posted to the SWWS Service Cooperative's website.

Process to change Operating Procedures: (statement regarding protocol, plan)

Changes proposed at one meeting would be voted on at the meeting or within two weeks electronically providing electronic quorum has been met (see description of quorum). If electronic voting is needed, proper documentation explaining the proposed change will be sent with the request for electronic vote.

Critical Questions:

How does our IEIC address these duties? We contract with an IEIC Facilitator to host IEIC meetings, creation of documents, provide outreach and training. Co-chairs rotate annually by county in alphabetical order. IEIC members and Facilitator participate on MDE calls/events and ICC calls.

What additional priorities have we identified for our particular community? Communicating with cooperating agencies through a quarterly e-newsletter.

Have we developed a work plan to address these priorities? YES

Does our meeting schedule support the accomplishment of these activities? YES

Are the annual allocation plan and budget shared with the committee members, with written updates provided at each IEIC meeting? YES

How are we determining the effectiveness of IEIC efforts and activities? Work Plan Evaluation Goals

Demographics

Geographic Area Served: (counties, districts, other, tribal)

Montevideo Independent School District (ISD), MACCRAY ISD, Atwater Cosmos Grove City ISD, New London Spicer ISD, Prinsburg ISD, Willmar ISD, Lac Qui Parle ISD, Dawson-Boyd ISD, Glencoe Silver Lake ISD, Hutchinson ISD, Lester Prairie ISD, Ortonville ISD, BOLD ISD, Buffalo Lake Hector Stewart ISD, Renville County West ISD, Cedar Mountain ISD, Gibbon Fairfax Winthrop ISD, Belgrade-Brooten-Elrosa ISD, Eden Valley-Watkins ISD, Benson ISD, Kerkhoven Murdock Sunburg ISD, Canby ISD, Yellow Medicine East ISD, New Discoveries Charter School, and Echo Charter School.

Counties: Kandiyohi, Yellow Medicine, Chippewa, Big Stone, Lac Qui Parle, McLeod, Renville, Meeker, Swift, Stearns (2 districts)

Head Start: Prairie Five, Heartland

Reservations: Upper Sioux, Lower Sioux

Fiscal Host: legal description. Southwest West Central Service Cooperative. SWWC is an educational service agency serving the 18 counties of southwest and west central Minnesota. We are a public agency dedicated to meeting the needs of our members by providing high quality programs through partnership, innovation, leadership and service.

Critical Questions:

How are funding priorities determined? Recommendations from MDE and Members

Membership

Membership Requirement (according to statute): See Roster for Current Membership

Representation:

- Local health - county
- Education
- County human service
- Early childhood family education programs
- Head Start
- Parents of young children with disabilities under age 12 (parents without a ECSE professional affiliation, cross sector)
- Child care resource and referral
- School readiness programs
- Current service providers
- May also include representatives from:
 - Private agencies
 - Public agencies

- School nurses

Other potential members:

- Children's mental health
- Tribal health
- Foster care
- Homeless
- Physician
- CLD
- Child care provider
- Voting Members and Ex-Officio Members (state staff)
- PDFs
- School board members
- County board members

Recruitment/ Selection of Members: To be determined by the Region 6 Help Me Grow IEIC

Chair or co-Chair (required): Rotate by County

Co-Chairs Role:

- Co-chairs help IEIC Facilitator prepare the agenda
- Co-Chairs assure the membership roster and variety of membership is maintained per MN Statute as needed.
- Co-Chairs sign off on the work plan for the upcoming year.
- Co-Chairs oversee budget along with IEIC members. The SWWC Service Cooperative is the fiscal host.
- Co-Chairs close the work plan for the current year in May-June.
- Co-Chairs provide input into the effectiveness of meetings, take notes, provide refreshments (if desired), determine length of meeting, and assist the facilitator.
- Co-Chairs may want to subscribe to distribution/attend/view webinar of IEIC calls from MDE or ICC meetings.
- Co-Chairs act a resource for IEIC members and facilitator as needed.

Other Officers (optional):

Secretary – Rotates annually and fulfilled by co-chairing counties

Assurance of Area Representation: (balance of power and broad representation)

There is representation from each geographic area; two individuals from each county along with an alternate. Representatives will bring information to and share information from those constituents.

Attendance

In the event a Regional IEIC committee member shall miss **two** of the scheduled committee meetings **in a twelve-month period** without notifying the IEIC Chair(s), the Chair(s) of the Regional IEIC Committee shall have the right to remove the absent member and the membership committee shall fill the vacancy thereby created.

Removal/Replacement

In the event a Regional IEIC committee member shall miss **two** of the scheduled committee meetings **in a twelve-month period** without notifying the IEIC Chair(s), the Chair(s) of the Regional IEIC Committee shall have the right to remove the absent member and the membership committee shall fill the vacancy thereby created.

Conflict of Interest

Any individual working for an agency that may benefit from a decision that is made would need to disclose that potential conflict of interest. No member of the Committee may cast a vote on any matter that would provide direct financial or other perceived benefit to that member or otherwise give the appearance of a conflict of interest.

Terms of Membership: cycle established

Critical Questions:

Do we have active participation of all mandated members? Yes

How often are new members recruited? When vacancies occur

Do we offer an orientation to new members? Yes, PowerPoint plus IEIC documents

Have we formalized our responsibilities for members? Yes

How are parents reimbursed for their participation? \$100 stipend plus mileage per meeting

Meetings

Meetings of Members: Intent is to meet the last Wednesday in September, November, February and April

Meeting Cycle:

Quarterly meetings on the fourth Wednesday from 9 a.m. – noon.

1st Q: Summer - September

2nd Q: Fall - November

3rd Q: Winter - February

4th Q: Spring - April

Meeting Notification: Notices, agendas, and supporting documents will be sent out electronically (unless requested otherwise) prior to meetings.

Conducting Business/ Holding meetings:

Roberts Rules of Order

Rules of order/Ground Rules:

Attendance: Two consecutive absences without notifying the chair would result in dismissal from the Committee. Designees may be assigned as follows:

When members are unable to attend scheduled Region 6 Help Me Grow IEC meetings, they may assign a designee, in writing, to the Chair. The designee shall have the authority to exercise the full privileges of the absent member.

Decision-making process/voting: The Region 6 Help Me Grow IEC will allow decisions to be voted upon through electronic communication prior to the scheduled meeting.

Distribution of meeting minutes to other stakeholders, interested parties: There will be communication mechanisms (e.g., website postings) in place to ensure that decisions and regional committee work are available to all interested parties.

Electronic participation: It may be acceptable to vote on some items electronically as a Regional IEC. Consider electronic voting as a group at meetings (such as a phone conference or Skype).

Absentee Voting: A member who is unable to attend a meeting may vote on any noticed action item by submitting his or her vote in writing to the Chair(s) in advance of the meeting in which the action will be taken. Such vote may be sent by mail, email or facsimile transmission.

Standing agenda format: The new Region 6 Help Me Grow IEC will use a standing agenda format.

Quorum: 2/3 of the voting membership needs to be present at a meeting for quorum requirements to be met.

Voting: Decisions by the Region 6 Help Me Grow IEC shall, to the extent possible, be made by consensus of members (and designees), unless an exception is noted. If there is no consensus, decisions shall be made by a majority vote (51% or more) of the members (and designees). Look at samples- simple majority of those present.

Conflict: When a decision cannot be reached, an outside facilitator could be brought in to assist, if needed.

Reimbursement policies: The Region 6 Help Me Grow IEC will determine if any members or positions shall receive reimbursement for participation and duties on the IEC. If a Regional IEC member is serving within his/her assigned job duties, expenses will not be reimbursed by the Regional IEC committee.

Standing Sub-Committees: (optional)

Workgroups and taskforces may be designated by IEC and co-chairs in order to conduct the business of the Regional IEC. No standing sub-committees at this time.

Critical Questions:

Do we use task forces or subcommittees to address specific needs? No

What decision making structure have we established? Robert's Rules of Order

Do we have a practical, effective set of "operating principles" or bylaws that assist in establishing a governance structure? Yes, no bylaws.

Year IEIC established: _____

Approval Signators (Initial Chair): _____/_____

Changes to operating procedures: _____/_____

Changes to operating procedures: _____/_____

Changes to operating procedures: _____/_____

Glossary of terms: