

## Region 7W Help Me Grow Interagency Early Intervention Committee (IEIC)

### OPERATING PROCEDURES

September 2018

#### Glossary of terms:

ICC – Governor’s Interagency Coordinating Council

IEIC – Interagency Early Intervention Committee

Regional IEIC – Region 7W Help Me Grow IEIC

#### Purpose of the Committee

The purpose of the Region 7W Help Me Grow IEIC is to develop and assure the implementation of interagency policies and procedures, in a way that is consistent with state statute, so that eligible children ages birth to five and their families are identified and have access to appropriate services and supports.

#### Requirements of the Committee

##### Statutory Requirements:

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

(a) A school district, group of districts, or special education cooperative, in cooperation with the health and human service agencies located in the county or counties in which the district or cooperative is 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, county boards, school boards, 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 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 involved in a substantiated case of abuse or neglect or (ii) is identified as 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;

(5) develop a plan for the allocation and expenditure of additional state and 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**

This section serves to clarify the required roles of the state, regional and local entities within the statewide early intervention system.

- **Lead Agency and State Partners:** 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 7W HELP ME GROW IEIC as ex officio members.
- **Governor’s Interagency Coordinating Council (ICC):** The Region 7W 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.
- **Special Education Administrative Units (SEAU):** The Region 7W Help Me Grow IEIC will collaborate with SEAUs to examine and distinguish local vs. regional priorities. Each SEAU will have a representative on the IEIC committee.
- **Other local agencies:** Linkages to local entities (community-based service providers) should be maintained. Social Services and Public Health from the counties of Stearns, Benton, Sherburne, Wright will be represented. SEAUs and local agencies will collaborate to maintain established relationships.

### **Operational Considerations**

**Fiscal Host:** The fiscal host for the Region 7W Help Me Grow IEIC is:

Benton Stearns Educational District, BSED.

A fiscal host has been designated by the IEIC. The agency designated as the fiscal host must be an eligible recipient of federal special education funds and agrees to expend these federal funds consistent with the approved budget and in accordance with the “Statement of Assurances” as signed by the district special education director/executive director.

Receipts are to be sent to BSED quarterly and all final receipts must be received by June 15 of each year. Funding priorities will be established through the annual work plan to help guide funding decisions. Committee action on budget items will be documented in minutes. Budget reports will be provided at each IEIC meeting. Funding requests will only be considered for future need (prior approval). Request for reimbursement for past expenditures will be denied.

**Website posting:**

Minutes, agendas, etc., need to be on a website. Meeting minutes, decisions and regional Committee work will be placed on the Milestones website, to make information available to other stakeholders and interested parties.

**Process to change Operating Procedures:**

Changes proposed at one meeting would be voted on at the next scheduled Region 7W Help Me Grow meeting, after notification of all members.

Operating Procedures will be reviewed on an annual basis with the development of the annual work plan.

**Demographics**

- **School Districts:** 7 SEAs -Buffalo School District, Elk River School District, St. Cloud School District, Benton-Stearns Education District, MAWSECO, Sherburne- Northern Wright Cooperative, and West Central Education District.

**Counties:** Benton, Stearns, Sherburne, Wright

**Head Start:** 2 Head Start Agencies

**Reservations:** none

**Membership**

**Mandated Sector Membership requirement:** (*according to statute*)

**Representation:** Up to 35members

- County Public Health – 1 from each of the 4 counties (4)
- Education – 1 from each SEAU (7)
- County Human Services – 1 from each of 4 counties (4)
- County board – 1-2
- School board – 1 -2
- Early Childhood Family Education/School Readiness programs – 1-4
- Head Start – 2
- Parents of young children with disabilities under age 12 - 1 – 2
- Child Care Resource and Referral – 1
- Current service providers – 1-3
- May also include representatives from:
  - Private agencies ARC Midstate, Health Care providers
  - Public agencies
  - School nurses

**Public meeting:** Anyone is welcome to attend Region 7W Help Me Grow IEIC meetings. If a non-member would like to address Region 7W Help Me Grow IEIC they must contact the Chair, 3 weeks prior to meeting, in order to be placed on the agenda.

**Recruitment/ selection of members:** Determined by current Region 7W Help Me Grow, IEIC members based on membership.

**Officers:** Chair and Secretary. Each to hold this position for 2 years.

**Assurance of area representation:** There is representation from each geographic area. The representative will bring information to and share information from those constituents.

**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:** Each agency is responsible to provide a representative at each committee meeting. Agencies have the option of individually determining who will attend and the terms of that membership. Parent members will be paid a stipend to attend meetings.

### **Meetings**

#### **Full IEIC Committee Meeting cycle:**

Quarterly meetings:

1<sup>st</sup> Q: Summer

2<sup>nd</sup> Q: Fall

3<sup>rd</sup> Q: Winter

4<sup>th</sup> Q: Spring

**Meeting notification:** Notices, agendas, and supporting documents (if possible) will be sent out electronically (unless requested otherwise) 2 weeks prior to meetings.

**Conducting Business/Rules of order:** Robert's Rules will be followed.

**Attendance:** All members are expected to attend each meeting.

If member is unable to attend a designee will be assigned and the chair will be notified. The designee shall have the authority to exercise the full privileges of the absent member.

If a designee is not available, the member will contact the chair to inform him/her of their absence.

#### **Cancelation of Meetings:**

In case of inclement weather the Chair and/or Secretary will determine when a meeting will be cancelled. Members will be notified via e-mail.

#### **Electronic participation:**

Electronic voting will be utilized as needed.

**Standing agenda format:** The agenda will be sent to each member two weeks prior to the meeting. The Chair is responsible for sending out all agenda's to membership. If Chair is unable to do this, and it is then the Secretary's responsibility. There will always be an "other" item on the agenda. Additions to the agenda can be added at the meeting as long as there is a majority vote.

**Quorum:** A quorum equals a majority of the membership. The quorum for the Region 7W Help Me Grow IEC is 13. In order to have a passing vote we will need 51% approval.

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

**Reimbursement policies:** Parents will be paid a stipend of \$50.00 per meeting. Region 7W Help Me Grow IEC will determine if any members or positions shall receive reimbursement for participation and duties on the IEC on a case by case basis. If a Region 7W Help Me Grow IEC member is serving within his/her assigned job duties, expenses will not be reimbursed by the Region 7W Help Me Grow IEC committee.

**Committee /Sub-Committees/Work Groups:**

Currently Region 7W IEC does not have additional committees or work groups.

Year IEC established: 2011
Approval Signatures (Initial Chair): _____/_____
Changes to operating procedures: _____/_____
Changes to operating procedures: _____/_____
Changes to operating procedures: _____/_____