

## OPERATING PROCEDURES

### Region 11 Help Me Grow Interagency Early Intervention Committee (IEIC)

#### Glossary of terms:

ICC – Governor’s Interagency Coordinating Council

IEIC – Interagency Early Intervention Committee

Regional IEIC – Region 11 Help Me Grow IEIC

#### Purpose of the Committee

The purpose of the Region 11 Help Me Grow IEIC is to develop and assure the implementation of interagency policies and procedures, in a way that is consistent with other regions throughout the state, 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 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

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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.

### **Relationships/ Alignment / Priorities**

This section serves to clarify the required roles of the state, regional and local entities within the statewide early intervention system. Roles and responsibilities have either changed from how things have been done in the past or they have been clarified to comply with state statute. Clarifying the roles will help to ensure that communication occurs within and between the three entities.

- **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 11 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.).
- **Governor's Interagency Coordinating Council (ICC):** The Region 11 Help Me Grow IEIC Chair(s) and a designee will attend the ICC meetings and report the business of the Regional IEIC to the ICC in the role of a guest when requested.
- **Special Education Administrative Units (SEAU):** The Region 11 Help Me Grow IEIC will collaborate with SEAUs to examine and distinguish local vs. regional priorities. Funding priorities will be established to help guide funding decisions at the SEAU.
- **Other local agencies:** Linkages to local entities (community-based service providers) should be maintained. SEAUs and local agencies will collaborate to maintain established relationships.
- **Centers of Excellence for Young Children with Disabilities Project (COE):** The Region 11 Help Me Grow IEIC will collaborate with the COE to ensure that ongoing training needs are met. The COE will participate in assessing district/local agency needs for training. Districts are strongly encouraged to align training with the COE to avoid duplication of training efforts.

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## **Operational Considerations**

### **Fiscal host:** Metro ECSU

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 and superintendent.

### **Local Primary Agency (LPA):** Metro ECSU

The LPA will perform duties consistent with Minnesota Statutes, section 125A.31 including: providing oversight of funds received through the annual fund request, providing oversight for data collection efforts and the submission of hearing procedures.

### **Maintain documents:**

Local Primary Agency will maintain IEC documents. Examples of documents include Operating Procedures, Work Plan, meeting minutes, fiscal host, membership rosters, meeting sign-in sheets, and other documents as identified.

### **Website posting:**

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

**Data privacy:** Member agencies will ensure the protection of the confidentiality of any personally identifiable data, information, and records collected or maintained in accordance with the protections under the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### **Process to change Operating Procedures:**

- 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 a quorum on page 6).
- If electronic voting is needed, proper documentation explaining the proposed change will be sent with the request for electronic vote.
- Within 30 days of the date the proposed change is received, it shall be submitted in writing to the IEC Chair, who will then distribute the request to the Regional IEC membership (as defined below).
- The membership shall have received the proposed amendment or amendments at least 14 days prior to the meeting.
- The overall system will be evaluated using the same measures at 1 year and at the 3 year mark to evaluate effectiveness and impact of the new structure. The Interagency Coordinating Council will create that process.

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## Demographics

- **Geographic area served:** All school districts that fall within the 7-county metro area (Anoka, Hennepin, Ramsey, Scott, Carver, Washington and Dakota).

## Membership

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

- Local Health – county
- Education
- County human services
- Early Childhood Family Education programs
- Homeless Services\*
- Head Start
- Parents of young children with disabilities under age 12 ( one from each metro county – total of 7)
- Child Care Resource and Referral
- School Readiness programs
- Current service providers
- May also include representatives from:
  - Private agencies
  - Public agencies
  - School nurses

### **Additional Members Identified:**

- One representative from each local interagency early childhood group (which may be configured similar to the former local IECs). This will be re-determined in conjunction with membership changes, with some individuals possibly fulfilling two roles (mandated membership role and optional membership role).
- Children’s mental health
- Advocacy\*
- Pediatrician
- County Board
- School Board

\*In order to increase representation of parents and disenfranchised groups on the Region 11 IEIC, Advocacy and Homeless member categories will have 2 votes each.

**Recruitment and Selection of Members:** The current membership list will be reviewed at each Membership Subcommittee meeting. Any vacancies or necessary changes will be communicated to the Region 11 IEIC chair(s) or IEIC staff. Vacancies will be filled by having the members of the Membership Subcommittee and IEIC staff contact local partners for nomination recommendations. The Membership Subcommittee will forward nominees to the Region 11 IEIC for approval.

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**Chair, Past Chair and Chair-Elect:** Terms of office shall be for one year to match the fiscal year (July 1 – June 30). The Chair will automatically serve as the Past Chair the year following their term as Chair. The Chair-Elect will automatically serve as chair the year following their term as chair-elect. The Chair/Past Chair/Chair-Elect will be responsible to facilitate the Region 11 Help Me Grow IEIC meetings.

**Assurance of area representation:** Membership in the Region 11 Help Me Grow IEIC will be representative of each geographic area (including local interagency early childhood groups or former local IEICs), cross sector in nature and will include the legislatively-required representation. Each representative will be responsible to serve as a liaison for the geographic area and the sector they represent and will maintain regular communication between the Region 11 IEIC and their respective constituent groups.

**Removal/replacement:** If a member of the Region 11 Help Me Grow IEIC is not able to continue on the Regional IEIC, the vacancy must be filled by another member from the same representative category.

In the event a Regional IEIC member shall miss two consecutive IEIC meetings in a twelve-month period without notifying the IEIC Chair(s) or IEIC staff, the Chair(s) of the Regional IEIC shall have the right to remove the absent member and the vacancy thereby created shall be filled as noted above.

**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:** Membership terms shall be for three years. Terms shall be assigned randomly initially and shall be staggered so that approximately one-third of the committee membership would be elected in any given year. There is no limit to the number of terms any given member may serve. A member may indicate an interest in serving another three year term and, if selected by their representative group as the nominee, the procedure documented above would be followed.

**Member orientation:** New Region 11 IEIC members will participate in an orientation session that will be scheduled prior to attending an IEIC meeting whenever possible.

**Attendance:** When members are unable to attend a scheduled Region11 Help Me Grow IEIC meeting, they must notify the Chair(s) or IEIC staff in writing prior to the meeting. The absent member may assign a designee and must notify the chair(s) or the IEIC staff in writing (email is sufficient). The designee shall have the authority to exercise the full privileges of the absent member. Designees must be representative of the same sector as the absent member.

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## **Meetings**

### **Meeting cycle:**

- Region 11 IEIC will meet at least four times per year (minimum frequency):
  - 1<sup>st</sup> Q: Summer
  - 2<sup>nd</sup> Q: Fall
  - 3<sup>rd</sup> Q: Winter
  - 4<sup>th</sup> Q: Spring
- Hold an annual meeting with the ICC, if requested.
- Meeting notification:  
Notices, agendas, and supporting documents will be sent out electronically (unless requested otherwise) 2 weeks prior to meetings.

### **Decision-making process/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.
- The Region 11 Help Me Grow IEIC may not vote without a quorum. Two-thirds (2/3) of the voting membership needs to be present at a meeting for quorum requirements to be met.
- Electronic Voting: The IEIC staff at the Metro ECSU will work with the Region 11 Help Me Grow IEIC to facilitate electronic voting on IEIC matters, as needed. Results of electronic voting will be shared with the Region 11 IEIC as documented in future IEIC meeting minutes.
- Decisions by the Region 11 Help Me Grow IEIC shall, to the extent possible, will 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).
- When a decision cannot be reached, an outside facilitator could be brought in to assist, if needed.
- Each member category or constituency group is allowed one vote, regardless of how many individuals may serve in that category or group.

### **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.

### **Standing agenda format:**

- The Region 11 IEIC will determine if a standing agenda format is needed.

### **Reimbursement policies:**

- The Region 11 IEIC will determine if any members or positions shall receive reimbursement for participation and duties on the IEIC.

- If a Regional IEIC member is serving within his/her assigned job duties, expenses will not be reimbursed by the Regional IEIC committee.
- Parent members (7) or their designee, if the member is unable to attend, will receive a \$50 stipend plus mileage when they attend a meeting.

**Standing Subcommittees:** (optional)

- Subcommittees will have a chair and membership may include members from outside of the Region 11 IEIC.
- At least one Region 11 IEIC representative will be at subcommittee meetings.
- The committee structure shall be determined by the Regional IEIC.
- The Chair(s) of the Sub Committees will be appointed by the Region 11 IEIC Chair(s).
- The Region 11 IEIC Chair(s) shall appoint IEIC members, community representatives, agency liaisons to each committee, considering individual interests and expertise.
- Other workgroups and task forces may be designated in order to conduct the business of the Regional IEIC.
- Suggested Committees could include:

Communication  
 Membership – determine terms of membership  
 Parent Involvement  
 Public Awareness/Child Find/Outreach  
 Cultural & Linguistic Diversity

**Budget Subcommittee Bylaws**

Core values for the IEIC budget:

- Fiscal transparency
- Fiscal responsibility
- Communication
- Accountability and Equity
- Child-centered and family- centered

A. Membership, Voting, Meeting Schedule

1. Budget Subcommittee members must be Region 11 Help Me Grow IEIC members and the membership must be representative of the constituencies and include a representative from the fiscal host.
2. Voting will take place on recommendations that will be brought to the Region 11 Help Me Grow IEIC.
3. A quorum must be present in order to vote on an issue. A quorum is 2/3 of the members.
4. The Budget Subcommittee chair will bring recommendations, reports and updates to the Region 11 Help Me Grow IEIC as needed.
5. Budget Subcommittee meetings are open meetings and the public may attend.

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6. Budget Subcommittee will meet, at a minimum, quarterly to review the budget prior to Region 11 IEIC meetings or more often, as appropriate.
- B. Fiscal Host Responsibilities
1. The fiscal host will provide a minimum of quarterly updates on the budget and a summary at the end of the State Fiscal Year which occurs annually in June 30.
  2. The fiscal host representative will attend Budget Subcommittee meetings as a non-voting member.
  3. The fiscal host will be responsible for following requirements from the Minnesota Department of Education in all subcontracts.
- C. IEIC Budget
1. The Budget Subcommittee will create an annual budget once the state allocations for Part C funds are available, based on the IEIC work plan. The annual budget will be submitted to the Region 11 Help Me Grow IEIC for approval prior to submitting the annual work plan and budget to the Minnesota Department of Education (MDE).
  2. Budget reallocations or line item changes over 10% need to be approved by the Budget Subcommittee.
- D. Subcontracts or other distribution of funds
1. The Budget Subcommittee will develop specific criteria for subcontracts according to the IEIC work plan.
  2. If there are local entities wishing to present proposals for funding consideration, a written proposal must be submitted at least 2 weeks prior to the Budget Subcommittee meeting. The Subcommittee may defer making a decision on the funding proposal or request further information. If the Subcommittee approves a request, it will be brought to the Region 11 Help Me Grow IEIC as a recommendation for their approval.
  3. Final approval of subcontracts must be given by the Region 11 Help Me Grow IEIC based on a recommendation from the Budget Subcommittee.
  4. In order to expedite subcontracting, voting can take place electronically.
  5. Availability of subcontracts will be posted on the Metro ECSU Region 11 Help Me Grow IEIC website.
6. Disputes regarding subcontracts will be brought to the Budget Subcommittee for review and to make recommendations to the Region 11 Help Me Grow IEIC for resolution or possibly assigned to the appropriate Subcommittee. The IEIC budget should include a line item for mediation assistance, if needed, to resolve disputes.

**Child Find and Public Awareness Subcommittee Bylaws:**

1. Membership in the Child Find and Public Awareness subcommittee is established on an annual basis in order to ensure a stable membership body for continuity.

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2. Attendance at the subcommittee meetings is required and members who are not able to attend must notify the subcommittee chair in advance.
3. Individuals interested in joining may contact the subcommittee chair.
4. The Child Find and Public Awareness subcommittees may include individuals who are not voting members of the IEIC.
5. New members must be approved by a majority vote of the subcommittee.
6. Guests will be invited to participate in discussions on special topics, as needed.

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