

## **OPERATING PROCEDURES**

Adopted April 15, 2015

### **Region 2 Interagency Early Intervention Committee (IEIC)**

#### **Glossary of terms:**

**ICC – Governor’s Interagency Coordinating Council**

**IEIC – Interagency Early Intervention Committee**

**Regional IEIC – Region 2 IEIC**

#### **Purpose of the Committee**

The purpose of the Region 2 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**

##### **2014 Statutory Requirements:**

#### **125A.30 INTERAGENCY EARLY INTERVENTION COMMITTEES.**

(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.

### **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 2 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 2 IEIC 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 2 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 2 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.

### **Operational Considerations**

**Fiscal Host:** The fiscal host for the Region 2 IEIC is:

**Bemidji Regional Interdistrict Council (BRIC)**

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 and superintendent.

**Local Primary Agency (LPA):** The local primary agency for the Region 2 IEIC is:

**Bemidji Regional Interdistrict Council (BRIC)**

An LPA has been determined by the IEIC. The LPA will perform duties consistent with Minnesota Statutes, section 125A.31 including: providing oversight of funds received through the annual fund request and providing oversight for data collection efforts.

**Maintain documents:** Bemidji Regional Interdistrict Council (BRIC) 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.

**Website posting:** Minutes, agendas, and other pertinent information will be posted on the Bemidji Regional Interdistrict Council (BRIC) website ([www.bric-k12.com](http://www.bric-k12.com)). Upon implementation of The Centers of Excellence for Young Children with Disabilities Project website Region 2 IEIC may post regional work on this website as well.

**Process to change Operating Procedures:** Changes to operating procedures will be brought forward as agenda items. Voting on changes to operating procedures would occur at Region 2 IEIC meetings unless an electronic vote is recommended. If electronic voting is needed, proper documentation explaining the proposed change will be sent with the request for electronic vote.

### **Demographics**

**Geographic area served:** Region 2

**School Districts:** Bagley, Bemidji, Blackduck, Cass Lake-Bena, Clearbrook-Gonvick, Kelliher, Lake of the Woods, Laporte, Mahnomen, Park Rapids, Pine Point, Nevis, Red Lake, Walker-Hackensack - Akeley, Waubun

**Counties:** Becker, Beltrami, Cass, Clearwater, Hubbard, Lake of the Woods, Mahnomen

**Head Start:** Bi-County Community Action Program, Inter County Community Council, Leech Lake, Mahube-Otwa Community Action Partnership, Northwest Community Action, Red Lake, White Earth

**Reservations:** Leech Lake, Red Lake, White Earth

### **Membership**

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

**Representation:**

- Health
- Education
- County Human Services
- Early Childhood Family Education programs
- Head Start
- Parents of young children with disabilities under age 12
- Child Care Resource and Referral
- School Readiness programs
- Agencies that serve families experiencing homelessness
- Current service providers
- May also include representatives from:
  - Private agencies
  - Public agencies
  - School nurses

**Additional Members Identified:** Other members identified by the Region 2 IEIC:  
Tribal Head Start  
Tribal Health

Early Childhood Mental Health  
**Ex Officio** – Region 2 Early Childhood Professional Development Facilitator

Region 2 IEIC meetings are public meetings.

**Recruitment/ selection of members:** To be determined by the Region 2 IEIC.

**Chair/ Co Chair and Secretary:** The Region 2 IEIC will select a chairperson and vice chairperson (past chairperson). The role of secretary will be fulfilled by Region 2 IEIC members on a rotating basis.

**Assurance of area representation:** There is representation from each county within the Region 2 service area and the area representative will bring information to and share information from those constituents.

**Removal/replacement:** If a member of the Region 2 IEIC is not able to continue on the Regional IEIC, the vacancy must be filled by the next representative agency in the rotation cycle .

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, the Chair of the Region 2 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:** Terms of membership on the Region 2 IEIC are staggered by 2 year terms and 3 year terms and are outlined on the attached Regional IEIC Rotation document.

### Meetings

**Meetings of members:** The Region 2 IEIC will meet 4 times per year.

**Meeting cycle:**

Quarterly meetings (minimum frequency) will be held with dates determined by consensus of Region 2 IEIC members.

1<sup>st</sup> Q: January-March

2<sup>nd</sup> Q: April-June

3<sup>rd</sup> Q: July-September

4<sup>th</sup> Q: October-December

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

**Ground rules:** To be determined by the Region 2 IEIC.

**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 2 IEIC meetings, they may assign a designee to the Chair. The designee shall have the authority to exercise the full privileges of the absent member.

**Decision-making process/voting:** The Region 2 IEIC will use electronic voting when decision timelines fall outside of regular scheduled meetings.

**Distribution of meeting minutes to other stakeholders, interested parties:** To ensure that decisions and regional committee work are available to all interested parties, minutes and other relevant information will be posted on the BRIC website ([www.bric-k12.com](http://www.bric-k12.com)).

**Electronic participation:** Meeting participation, including voting, through electronic means (telephone) by members requires 24 hour prior notice in advance of the scheduled meeting.

**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 Region 2 IEIC will determine if a standing agenda format is needed.

**Quorum:** A quorum will consist of 7 Region 2 IEIC voting members.

**Voting:** Decisions by the Region 2 IEIC 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) in attendance.

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

**Reimbursement policies:** Region 2 IEIC members serving within his/her assigned job duties will not be eligible to be reimbursed by the Region 2 IEIC. Parent representatives serving on the Region 2 IEIC will receive a \$50 stipend for each meeting attended. This stipend may be adjusted to reflect travel costs for parent members living outside the Bemidji area.

**Standing Sub-Committees:**

The committee structure shall be determined by the Region 2 IEIC. The Region 2 IEIC Chair may 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 Region 2 IEIC.

**Chair of Sub Committee:** The Chair(s) of the Sub Committees will be appointed by the Region 2 IEIC Chair.

Year IEC established: 2011
Changes to operating procedures: __April 2015_____ / _____
Changes to operating procedures: _____ / _____
Changes to operating procedures: _____ / _____