

**Region 2 Help Me Grow Interagency Early Intervention Committee
Minutes
September 21, 2011**

In attendance:

Candy Malm	Bonnie Engen
Leila Gogleye	Jess Swedberg
Vicki Wangberg	Jennifer Kondos
Jessica Niemi	Deanna Mattson-Millar
Deb DeWenter	Denny Ulmer
Kim Williams	

- 1) IEIC Restructuring Update-Deb DeWenter provided an overview of the IEIC Restructuring at the regional level for those in attendance.
- 2) IEIC Membership-The current membership list was reviewed and suggestions were made to identify representatives to fill additional statutory member requirements. A membership list is included with the minutes. Members not yet confirmed are reflected in italics and the IEIC members who volunteered to pursue follow up on membership in these areas are listed as well. Names confirmed for membership should be forwarded to the Region 2 Help Me Grow IEIC Chairperson.
- 3) Selection of Chairperson-Kim Williams was selected by consensus to serve as the Region 2 IEIC Chairperson. Deanna Mattson-Millar agreed to serve as vice chair if needed. Recording of minutes will rotate among members (alphabetical by last name), with the IEIC chairperson exempt from this role.
- 4) Development of Operating Procedures- Kim reviewed the components of the interim operating procedures that were outlined by Lorraine Jensen, MDE Part C Coordinator at a meeting held earlier in the day in Erskine with the Region 1 IEIC. Based on input from the group, this document will be submitted to Lorraine Jensen at MDE for approval. Once approval is obtained, a copy will be e-mailed to Region 2 IEIC membership and posted on the BRIC website (www.bric-k12.com).
- 5) Development of Region 2 IEIC Work Plan-The work plan shared by Lorraine Jensen at the meeting in Erskine was reviewed, with targeted priorities being Public Awareness, Child Find and Outreach for Region 2. Each Region 2 IEIC member was asked to come with the following information to the January meeting:
 - a. Share what your local area is currently using to address public awareness, child find and outreach. Examples would be excellent.

- b. Identify what your area views as strengths in public awareness, child find and outreach that are currently in place.
 - c. Identify what your local area would consider as gaps in public awareness, child find and outreach.

- 6) Budget- There is \$13,606.00 in the Region 2 IEIC budget to support the priorities of public awareness, child find and outreach discussed in number 5 above. Group consensus was that a parent stipend of \$50 per regional IEIC meeting be used to support parent attendance. 100% of these funds will carry over to the next fiscal year, allowing for thoughtful consideration of Region 2's priorities in this area.

- 7) Additional Member Tasks for January Meeting- Members were asked to report back to the group at large how/if their local Help Me Grow Committees intended to continue to meet on a planned basis.

- 8) Bonnie Engen suggested that any Region 2 IEIC member interested in beginning to look at terms of service and agency rotations arrive 30 minutes prior to our January 2012 meeting.

- 9) Quarterly Meeting Schedule-The meeting schedule was set up as follows:
 - January 18, 2012 at 1:00p.m. at BRIC
 - April 18, 2012 at 1:00p.m. at BRIC
 - June 6, 2012 at 10:00 a.m. (combined with Region 1) location TBD