

Clay County
Interagency Early Intervention Committee (IEIC)
By- Laws (revised October, 2005, adopted November, 2005)

Article 1. Authority, Mission, Goals

Section 1. Authority

The Clay County IEIC has the authority to carry out its mission statement as established in Minnesota Statutes M.S. 125A.027 and M.S.125A.30 and M.S.125A.48.

Section 2. Mission Statement

The Clay County IEIC exists to ensure that comprehensive services are made available to young children with disabilities and their families.

Section 3. Goals

The Clay County IEIC will:

1. Plan for and provide quality, coordinated, consumer-oriented services to children with disabilities and their families in accordance with state and federal mandated criteria.
2. Ensure that services are provided during the span birth to 7 years of age and include transitional plans.
3. Evaluate the quality and adequacy of such services and make recommendations when appropriate.

Section 4. Assumptions

Based on the mission statement, assumptions about committee membership are that:

1. Members will be regular and active participants of the committee who will conduct themselves in a professional and collaborative manner.
2. Members will adhere to the rules of confidentiality.
3. Diversity of opinions among members will be accepted, supported, and encouraged.
4. Members of the committee will consider needs assessments prior to major decision making.
5. Members of the committee will promote program awareness.

Section 5. Statutory requirements

The Clay County IEIC will respond to the functions and duties in accordance with Minnesota Statutes, Section 125A.30. The committee shall develop and implement interagency policies and procedures concerning those functions and duties.

Article 2. Membership

Preamble: The committee, consisting of voting and nonvoting members, will strive to ensure a gender-fair, disability sensitive and culturally diverse membership. The committee will strive to ensure a balance of power across and among agencies, districts and other member representatives.

Section 1. IEIC Representatives

There shall be established a group of agency representatives composed of a representative from those area agencies which assess the abilities of children with disabilities and devise appropriate learning programs to meet individual needs. In accordance with Minnesota Statute, Section 125A.30, members of the committee shall include representatives of local and regional health, education, and county human service agencies; county boards; school boards; Early Childhood Family Education programs; school nurses; parents of young children with disabilities from birth to age 7; current service providers; Head Start; child care resource and referral agencies; school readiness programs; and other private or public agencies.

Voting membership will include:

- Parents (up to 3)
- Early Intervention Services (3) -one from each provider agency
 - Moorhead Public Schools, Lakes Agassiz Co-op,
 - Dilworth-Glyndon-Felton Public School
- Clay County Social Services (1)
- Clay County Public Health (1)
- Clay-Wilkin Head Start (1)
- Minnesota State University Moorhead-Early Childhood Special Education(1)
- Lake Agassiz Special Education Cooperative(1)
- Moorhead Special Education (1)
- Dilworth-Glyndon-Felton Special Education (1)
- Early Childhood Family Education: Barnesville, Dilworth-Glyndon-Felton, Hawley, Moorhead, Ulen-Hitterdal (2)
- Independent School Districts in Clay County: Barnesville, Dilworth-Glyndon-Felton, Hawley, Moorhead, Ulen-Hitterdal (Principal(s), Superintendent(s), or School Board Members(s) (3)
- Area providers of children's services (1)
- ARC of West Central (1)
- Clay County Board of Commissioners (1)

Section 2. Terms of Membership

Membership will include voting and nonvoting members. The number of voting members will be 21. Membership shall be for a minimum of one year with renewal and with strong recommendations to rotate membership. Appointed members will serve their appointed terms.

Article 3. Meetings

Section 1.

Meetings shall be at least quarterly during the months of September through May. Meeting days and times will be decided upon by the committee. Special meetings may be called at the discretion of the chairperson.

Section 2.

Meeting agenda items will be submitted to the chairperson at least two weeks prior to the scheduled meeting date. Within 10 days of the meeting date, notices will be sent out to the members.

Section 3.

Members are expected to attend and participate in all meetings. Members who cannot attend a meeting should send a representative. That representative will come with full authority and voting power.

Section 4.

A quorum needed to take action at the IEIC meeting is defined as; a minimum of 10 voting members present, including representatives from the 3 mandated agencies (health, education and human services) and a parent. Each voting member shall be entitled to one vote on each matter submitted.

Article 4. Officers and Duties

Section 1.

The goal of the election of officers is to encourage parent leadership while at the same time maintaining continuity of leadership. The officers shall be elected in April and shall serve beginning in July. A recommended pattern of leadership is the following: the officers shall include co-chairs, one of whom is a parent, and a vice chair. Each officer shall serve a total of three years. Following this pattern, the vice chair shall serve one year; the second year, he or she shall move into co-chair position; and the third year, shall move into the lead co-chair position. This pattern indicates that alternating years, the vice-chair should be a parent representative.

Section 2.

The co-chairs are responsible for providing leadership at the IEIC meetings, providing an agenda for each meeting, overseeing any subcommittee work done on behalf of the committee, serving as the liaison between the Governor's Interagency Coordinating Council and the local committee, and preparing an annual IEIC report to be presented to the IEIC and sent to the Governor's Interagency Coordinating Council upon their request.

Section 3.

The vice chairperson shall preside at meetings of the committee in the absence of the chairperson and perform such duties as directed by the chairperson. The vice chairperson shall notify the Governor's Interagency Coordinating Council of changes of officers annually. The vice chairperson shall appoint one agency to take minutes of committee meetings to be distributed among members and interested parties.

Section 4.

The Fiscal Host will be responsible for submission of the annual plan, processing of approved vouchers, fiscal reporting to executive subcommittee, and monthly IEIC meeting. The fiscal host will be chosen by the executive committee. This assignment will be reviewed annually with the IEIC annual plan submission application.

Article 5. Subcommittees

Section 1.

In order to comply with the objectives in Minnesota Statute 125A.30 and M.S. 125A. 48, subcommittees shall be established. There will be a minimum of three persons per subcommittee, (volunteer or appointed). Every Clay County IEIC member, voting and nonvoting should be on one subcommittee. Noncommittee members may be requested to serve on subcommittees. Subcommittee chairpersons will be chosen by the subcommittee. Minutes will be taken at all subcommittees' meetings and shall be made available to the Clay County IEIC chair person. A subcommittee update shall be given by the chair person or designated representative at each regular Clay County IEIC meeting. Following is a list of committees and their duties.

1. Family support Committee (FSC)- members include parents who have children with special needs, birth to 7 years of age; a professional liaison with voting member rights; and a fiscal host representative for the family support dollars. The Family Support Committee follows the Family Support Work Plan that is submitted to the Clay County IEIC which is included in the annual application for funding from the state. This subcommittee works closely with Clay County IEIC and other subcommittees.

2. Interagency Review Team (IRT)-members include representatives from area early intervention services, Clay County Public Health, Clay County Social Services, Clay-Wilkin Head Start, Early Childhood Family Education, migrant health, child care, community children's service providers, and a representative for the homeless. The purpose of the IRT is to promote interagency cooperation to provide comprehensive services and decrease redundancy to families and children. The IRT discusses

issues related to agencies that work together to provide services; exchanges information about staff development training opportunities; shares pertinent demographic data, and report monthly to the Clay County IEIC. Members of this committee must adhere to the confidentiality laws.

3. Child Find Committee - members include a parent and representatives from any agencies serving this population. The Child Find Committee:

1. Reviews existing services and recommends policies and procedures regarding identification and referral of children, service delivery for children, and transition to school-age programs for children and their families.
2. Studies research regarding the monitoring and evaluation of existing services and pursues grants and other sources of new funding determined by future needs.

4. A. Executive Committee- members include Clay County IEIC officers, a parent, a representative from: Clay County Social Services, a representative from Clay County Public Health, a representative from the fiscal host of Family Support and representatives from each of the special education units (Moorhead, Dilworth-Glyndon-Felton, Lake Agassiz Co-op). The Executive Committee is responsible for:

1. Administration and Reporting - completing annual funding applications including the budget, reviewing and recommending changes to the by-laws as needed, and identifying existing funding being provided to children with disabilities from birth to age seven within Clay County.
2. Membership and Recruitment - recruiting and providing orientation to new members, keeping a record of Clay County IEIC committee attendance, maintaining minutes for Clay County IEIC and its subcommittees, and providing new member information packets.
3. Policy and Legislative Review - reviewing and revising Clay County IEIC policies, and reviewing legislative changes that are relevant to the Clay County IEIC.

B. A quorum is needed to vote or take action. a quorum shall consist of 2/3 of Executive Committee members.

Article 6. By Laws

Section 1

1. Review of the by-laws will be done on an annual basis by the Executive Committee of the Clay County IEIC.
2. Recommendations for changes will be sent by the Executive Committee of the Clay County IEIC to the Clay County IEIC.
3. Revisions of the by-laws will be approved by a majority of the voting members of the Clay County IEIC.