

WEST SUBURBAN INTERAGENCY EARLY INTERVENTION COMMITTEE BYLAWS

ARTICLE 1 GENERAL

Section 1. Name

The name of this committee is West Suburban Interagency Early Intervention Committee (WSIEIC).

Section 2. Authorization

The WSIEIC is established in order to fulfill the requirements of Minnesota Statute 125A.30. The committee operates under an Interagency Agreement, which has been approved by the Hennepin County Board of Commissioners and the School Boards.

Section 3. Mission * As adopted 1/03

WSIEIC in partnership with families is committed to supporting the development of an effective early childhood care and education system for all children to assure that the needs of young children with disabilities and their families are met.

Section 4. Guiding Principles * As Adopted 1/03

1. Children and families are the first and most important consideration in all WSIEIC activities.
2. Services will be respectful of family diversity and priorities as well as individualized and strength based.
3. All participants in the interagency early childhood intervention program understand their own roles and responsibilities as well as the roles and responsibilities as well as the roles and responsibilities of others.
4. All participants practice a shared responsibility and accountability to communicate, educate and connect with one another.
5. Collaboration occurs around an articulated and shared vision and purpose.

Section 5. Purpose

This committee is established in accordance to MN Statute 125A.30 (2003). The committee will elect a chair, meet at least quarterly and develop and implement interagency policies and procedures concerning the following ongoing duties:

1. Develop public awareness systems designed to inform potential recipient families of available programs and services.
2. Implement interagency child find systems designed to actively seek out, identify and refer infants and young children with and at risk of developing disabilities and their families.
3. Establish and evaluate the identification, referral, child and family assessment systems, procedural safeguard process, and community learning systems to recommend where necessary alterations and improvements.
4. Assure the development of individualized family service plans (IFSPs) for all eligible infants and toddlers with disabilities from birth to three and their families; and individual education plans (IEPs), individual service plans (ISPs), and individual interagency intervention plans (IIIPs) when necessary to appropriately serve children with disabilities age three and older and their families and recommend assignment of financial responsibilities to the appropriate agencies.
5. Encourage agencies to develop individual family service plans for children with disabilities, age three and older;
6. Implement a process for assuring that services involve cooperating agencies at all steps leading to individualized programs.
7. Facilitate the development of a transitional plan if a service provider is not recommended to continue to provide services.

8. Identify the current services and funding being provided within the community for children with disabilities under age five and their families.
9. Develop a plan for the allocation and expenditure of additional state and federal early intervention funds.
10. Develop a policy to enable a member of an interagency early intervention committee to allow another member access to data classified as not public.

The local committee shall also:

- (1) 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; and
- (2) review and comment on the early intervention section of the total special education system for the district, the county social service plan, the section or sections of the community health services plan that address needs of and service activities targeted to children with special health care needs, the section on children with special needs in the county child care fund plan, sections in Head Start plans on coordinated planning and services for children with special needs, any relevant portions of early childhood education plans, such as early childhood family education or school readiness, or other applicable coordinated school and community plans for early childhood programs and services, and the section of the maternal and child health special project grants that address needs of and service activities targeted to children with chronic illness and disabilities.

Section 7. Service Area

WSIEIC will serve residents of Hopkins, Minnetonka, Orono, St. Louis Park, Wayzata and Westonka School Districts.

ARTICLE II MEMBERSHIP

Section 1. Committee Composition

In accordance with MN Statutes 125A.30, 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.

- One representative from each school district Early Childhood Special Education (ECSE) program (6)*
- One Special Education Administrative representative selected by the West Suburban Special Education Administrative group (1)*
- One ECFE Coordinator (representing the other 5)*
- Hennepin County Human Services
 - Two representatives from Early Childhood Services
 - One representative from Hennepin County Community Health
- One representative of Carver County Social Services*
- One representative of Carver County Public Health*
- One School Board Member or appointee*
- One County Board Member or appointee*
- A pediatrician or family practice MD
- Two representatives from service providers that serve children with disabilities
- Parents of children under 12 with disabilities (ideally one-two from each district)
- One representative of Intermediate District 287*
- One representative of Head Start*
- One representative of School readiness programs*
- One representative from a child care resource & referral agency

WSIEI Committee will consist of at least 28 members.

Section 2. Membership

A. Permanent members are designated by an asterisk.

B. Rotating membership: Parents, Service Providers, Child Care Resource & Referral representative and Medical Doctor will serve a term of 2 years and can serve no more than 3 consecutive terms. Exceptions will be made if there are no others interested in that designated position.

1. The term is September 1 through August 31.

2. If rotating member is elected to serve as Chair, then his/her membership is automatically extended. Membership shall be a minimum of 2 years.

Section 3. Assumptions

Assumptions about committee membership are:

- 1) Members will be regular and active participants of the committee.
- 2) Members will trust the collective judgement of the committee.
- 3) Diversity of opinions among members will be accepted, supported and encouraged.
- 4) Members will strive to provide services that are responsive to family priorities.
- 5) The committee will promote program awareness.

ARTICLE III FISCAL HOST

Intermediate District 287 is designated as the primary fiscal host of all IEIC finances.

ARTICLE IV LEAD PUBLIC AGENCY

Intermediate District 287 is designated as the Lead Public Agency. Responsibilities include overseeing budget and due process and submitting IEIC Annual Plan.

ARTICLE V MEETINGS

Section 1. Frequency

Meetings of the WSIEIC shall be held bimonthly during the school year or a minimum of four times a year.

Section 2. Open Meetings

All WSIEIC meetings shall be open to the public.

Section 3. Attendance

Written or email notice of meetings will be sent to all those included on the membership list. Members are expected to attend and participate in all meetings. Members are encouraged to either email or phone if they are unable to attend meetings. If a member fails to attend two consecutive meetings without notice, the WSEI staff may contact and clarify their interest in attending/receiving mailings or co-chairs may request that the representative agency made a new appointment.

Section 4. Voting

In every instance possible the membership will attempt to reach decision by consensus, believing that the best interests of children and families will be the focus of the decision making process. If the Chair believes

the group is divided in opinion, or if one of the membership requests, the issues will be put to a vote of the designated voting representatives.

A simple majority (50% of members present plus 1) is needed for the passing of motions. All voting committee members shall be entitled to cast one vote. Members who cannot attend a meeting may send a representative who shall identify herself/himself as such at the beginning of each meeting. The chair reserves the right to table a motion if there is less than a third of the voting members present or if there is a disproportionate representation of members present.

Section 5. Interagency Coordinator's Role

WSEI Interagency Coordinator shall serve as non-voting staff representative to the committee.

Section 6. Minutes

Meeting minutes will be kept on file in the WSEI office and distributed to committee members.

ARTICLE VI OFFICERS

2A. WSIEIC will elect a Co-Chair from the committee annually and will assume duties in September. The other co-chair will be the Interagency Coordinator.

2B. Chairperson Elect will be elected for a two year term with the first year functioning as Vice Chair and the second year taking over the Co-Chairmanship of the WSIEIC.

ARTICLE VII STRUCTURE

Section 1. WSIEIC

A. Work of the WSIEIC will be done by subcommittees. Each member is required to participate on at least one subcommittee. Task forces will be created as needed per strategic planning and/or identified community needs. Standing subcommittees and task forces to be chaired by a committee member, but may include non-WSIEIC members.

Section 2. Designated Subcommittees

A. Executive/Financial Subcommittee

I. Composition

Special Education Director (1)

Early Childhood Special Education Coordinators (6)

District 287 (1)

County Social Service (1)

County Public Health (1)

Parent (1)

WSEI IA Coordinator (ex officio)

All members of the Executive Subcommittee are members of the committee at large.

B. Outreach

To increase public awareness and ease of access to Early Intervention systems & services by family/parents, physicians, community child care providers, faith communities & other important community referral resources for children B – 5.

C. Family Support

To support, affirm, and empower families of children with special needs that reside in the West Suburban IEIC area by providing opportunities for parents to access information and resources pertaining to their child with special needs

ARTICLE VIII BUDGET

The WSIEIC will approve a budget for the operation of the WSIEIC

ARTICLE IX DISPUTE RESOLUTION

The staff involved in the dispute will initially discuss disputes between agencies. If the staff are not able to resolve the dispute, agency supervisors will be consulted for resolution. If the dispute is still not resolved, agency directors will be advised by the agency supervisors, and will discuss s and resolve the dispute.

Disputes over services between a person receiving or applying for them and one or more of the parties of WSIEIC will be resolved by due process procedures pursuant to MN Statute 125A.30 (2003) staff are unable to resolve the dispute informally through mediation pursuant to MN Statute 125A.30, conciliation conference, or otherwise. The pertinent party(s) of WSIEIC involved in the dispute will assume responsibility for its (their) own legal counsel, its (their) share of the legal fees of the parents, and its (their) share of the costs of the due process procedures.

ARTICLE X CHANGES IN BYLAWS

Any or all of these bylaws may be altered, amended or rescinded by a vote of two-thirds of the members present providing that written notice of the proposed action is provided to all members at least five days in advance of the meeting. The exception to this process will be changes in legislative statues that would automatically amend the bylaws.

ARTICLE XI REVIEW

These bylaws will be reviewed every 2 years. The current chairperson is to initiate the review process.

Revised 5/27/04