# OPERATING PROCEDURES Region 10 Help Me Grow Interagency Early Intervention Committee (IEIC)

**Mission Statement**

*Promoting positive beginnings by identifying and serving eligible children and their families.*

**Purpose Of The Committee**

Region 10 Help Me Grow IEIC will develop and assure the implementation of interagency policies and procedures so that eligible children ages birth to five and their families are identified and have access to appropriate services and supports.

**Glossary Of Terms:**

ICC – Governor’s Interagency Coordinating Council

IEIC – Interagency Early Intervention Committee

Regional IEIC – Region 10 Help Me Grow IEIC

SEAU – Special Education Administrative Unit

CoE – Centers of Excellence (project through MDE)

RLIP – Regional Low Incidence Projects

**Requirements Of The Committee**

**Statutory Requirements:**

Purpose of Interagency Early Intervention Committee: M.S. 125A.30

1. A school district, group of districts, or special education cooperative, in cooperation with the health and human service agencies located in the county or counties in which the district or cooperative is 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](https://www.revisor.mn.gov/statutes?id=125A.023#stat.125A.023) and [125A.027](https://www.revisor.mn.gov/statutes?id=125A.027#stat.125A.027). 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. The Committee must elect a chair from among its members and must meet at least quarterly.
2. 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 involved in a substantiated case of abuse or neglect or (ii) is identified as affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure;
   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 for all eligible infants and toddlers with disabilities from birth through age two, and their families, and individual education plans and individual service plans 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. implement a process for assuring that services involve cooperating agencies at all steps leading to individualized programs;
   6. facilitate the development of a transitional plan if a service provider is not recommended to continue to provide services;
   7. identify the current services and funding being provided within the community for children with disabilities under age five and their families;
   8. develop a plan for the allocation and expenditure of additional state and 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); and
   9. develop a policy that is consistent with section [13.05, subdivision 9](https://www.revisor.mn.gov/statutes?id=13.05#stat.13.05.9), and federal law to enable a member of an interagency early intervention committee to allow another member access to data classified as not public.
3. 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 (TSES) 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.

**Relationships/ Alignment / Priorities**

**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 10 HELP ME GROW IEIC as ex officio members.

**Governor’s Interagency Coordinating Council (ICC):**

The Region 10 Help Me Grow 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 10 Help Me Grow IEIC will collaborate with SEAUs to examine and distinguish local vs. regional priorities. Funding priorities will be established to help guide the 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 10 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.

**Operational Considerations**

**Fiscal Host:**

The fiscal host for the Region 10 Help Me Grow IEIC is theZumbro Education District**.**

*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 10 Help Me Grow IEIC is the Zumbro Education District.

*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.*

**Maintenance Of Documents:**

The Local Primary Agency 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, etc. will be on <http://region10projects.org>.

**Help Me Grow**

Minnesota's early intervention system - **Help Me Grow** - includes two programs for eligible children. ***Help Me Grow: Infant and Toddler Intervention*** are special services and supports for children birth through age two and their families. ***Help Me Grow: Preschool Special Education*** is for eligible children ages three to five years. Minnesota children eligible for Help Me Grow can receive services in their home, childcare setting or school. Help Me Grow services are free to eligible families regardless of income or immigrant status.

**Website:** [**http://www.health.state.mn.us/divs/fh/mcshn/ecip.htm**](http://www.health.state.mn.us/divs/fh/mcshn/ecip.htm)

**Process to change Operating Procedures:**

Changes proposed at one meeting will be voted on at the meeting or within two weeks electronically providing electronic quorum has been met (see description of a quorum). 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 IEIC Chair, who will then distribute the request to the Regional IEIC membership (as defined below). The membership shall have received the proposed amendment or amendments at least 14 days prior to the meeting.

**Demographics**

**Geographic Area Served:**

* Region 10 Low Incidence Projects covers 10 counties
* 6,770 square miles
* Population of 460,102.
* Serving approximately 80,600 students.
* Serving approximately 10,300 special education students.
* Serving approximately 4,000 Birth – 2 students

**Counties Served:**

Dodge, Goodhue, Houston, Olmsted, Fillmore, Freeborn, Wabasha, Winona, Rice, Mower, Steele

**Head Start Programs Served:**

Tri Valley Migrant Head Start, CCR&R Head Start- Freeborn & Olmsted, Three Rivers, & SEMCAC

**Reservation Served:**

Prairie Island Reservation

**School Districts Served:**

* 60 school districts
  + 45 Public Schools
  + 3 Education Districts
  + 1 Consortium
  + 11 Charter Schools

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| --- |
| Albert Lea |
| Holindale Christian School |
| St. Theodore Catholic |
| Austin |
| Austin Catholic |
| Bethleham Academy |
| Cannon River STEM School |
| Divine Mercy |
| Faribault |
| Faribault Luthern Academy |
| Fillmore Central |
| Cannon Falls |
| Goodhue |
| Goodhue County Ed District |
| Kenyon-Wanamingo |
| Red Wing Public Schools |
| Zumbrota-Mazeppa |
| Hiawatha Valley Ed District |
| Bluffview Montessori School |
| Chatfield |
| Dover-Eyota |
| Lake City |
| Plainview Elgin Millville |
| Ridgeway Community School |
| St. Charles |
| Wabasha-Kellogg |
| Caledonia |
| Dakota Area Community Schools |
| Houston |
| La Crescent-Hoka |
| LaCrescent Montessori Academy |
| Lanesboro |
| Lewiston Altura |
| Mabel-Canton |
| Rushford-Peterson |
| Spring Grove |
| Kingsland |
| MN State Academies |
| Northfield |
| St. Dominic |
| Medford |
| Owatonna |
| Sacred Heart |
| St. Mary's in Owatonna |
| ROCCHS |
| Rochester |
| Rochester Catholic |
| Studio Academy |
| Glenville-Emmons |
| Grand Meadow |
| LeRoy-Ostrander |
| Lyle |
| Southland |
| Southeast Service Cooperative |
| Winona |
| Blooming Prairie |
| Byron |
| Hayfield |
| Kasson-Mantorville |
| Pine Island |
| Stewartville |
| Triton |
| Zumbro Ed District |

**Membership**

**Terms Of Membership:**

Membership is at will and reviewed annually at the Spring IEIC meeting.

**Mandated Sector Membership Representation:**

* Health
* Education
* County Human Services
* County Board
* School Board
* Early Childhood Family Education Programs
* Head Start
* Parents Of Young Children With Disabilities Under Age 12
* Child Care Resource And Referral
* School Readiness Programs
* Current Service

**Additional Representative Membership:**

* Private Agencies
* Public Agencies
* School Nurses
* Other Members

**Ex Officio Membership**

* MDE designee
* COE staff
* Regional Low Incidence Facilitator

**Recruitment/ Selection Of Membership:**

* Determined by the Region 10 Help Me Grow IEIC

**Chair & Co-Chair:**

* Chair (2year term co-chair for one year and then chair for next year) 9-25-12
* Co-Chair (2 year commitment with expectation to move to chair the next year) 9-25-12
* Note Taker (1 year term) 9-25-12

**Other officers:**

* ICC Representatives (2)

**Meeting Facilitator:**

The Chair/Co-Chair will be responsible to facilitate the Region 10 Help Me Grow IEIC meetings.

**Assurance Of Area Representation:** There will be 2 representatives from each county in the Region 10 IEIC including representation from the mandated sector membership. The representative will share information from those constituents.

**Removal/Replacement:**

Members of the Region 10 Help Me Grow IEIC who are unable to continue on the Regional IEIC: Priority will be to fill the vacancy with the mandated sector membership defined in statute. If unable, another representative from that county may serve.

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(s), the Chair(s) of the Regional 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.

**Motion created on terms of office on 9-25-12**

**Membership List:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Role** | **County** |
| Shari Mensink | smensink@owatonna.k12.mn.us | Education | Steele |
| Barb Wilson | barbw@c2r2.org | Child Care Resource Referral |  |
| Holly Jantzen | hollyj@C2R2.org | Child Care Resource Referral |  |
| Jill Harves | jkharves@charter.net | CoE Staff |  |
| Naomi Olson | nljulsrud@yahoo.com | CoE Staff |  |
| Crystal Peterson | crystalp@co.mower.mn.us | County Human Services | Mower |
| Stephanie Bonjour | sbonjour@smec.k12.mn.us | Education | Mower |
| Nikki Heinen | nikki.heinen@austin.k12.mn.us | Education | Mower |
| Colleen Johnson | cjohnson@zumbroed.org | Education | Dodge |
| Diana Eipers | deipers@triton.k12.mn.us | School Readiness | Dodge |
| Jodi Barlow | jlbarlow@rwps.org | Education | Goodhue |
| Mona Skare | mskare@alschools.org | Education | Freeborn |
| Ron Wilke | Ron.Wilke@isd300.k12.mn.us | Superintendent | Houston |
| Holly Schoenbauer | hschoenbauer@faribault.k12.mn.us | Education | Rice |
| Rene Arendt | renearendt@gced.k12.mn.us | Human Services / Education - Chair | Goodhue |
| Kelly Monson | Kelly.Monson@state.mn.us | MDE Rep |  |
| Shawna Felton |  | Parent | Region |
| Terri McLaughlin | terri.mclaughlin@semcac.org | Head Start |  |
| Jaime Swift | JSwift@fernbrook.org | Public Agency |  |
| Kathy Brehmer | kbrehmer@co.wabasha.mn.us | Public Health | Wabasha |
| Teresa Buck | buck.teresa@co.olmsted.mn.us | Public Health - Co-Chair | Olmsted |
| Christian Wernau | cwernau@zumbroed.org | RLIF |  |
| Becky Tennis Hanson | rtennishanson@zumbroed.org | IEIC Coordinator | IEIC Coordinator |
| Susan Prieve | sprieve@co.rice.mn.us | Public Health | Rice |
| Paula Birch | paula.birch@isd2198.k12.mn.us | Education | Fillmore |
| Melissa Brandt (507) 328.4230 | mebrandt@rochester.k12.mn.us | Homeless liaison | Rochester |
| June Piepho | June.piepho@co.steele.mn.us | Health | Steele |
| Shawna Felton | Shfelton@rochester.k12.mn.us | Education | Olmsted |
| Amy Adams | amy.adams@winona.k12.mn.us | Special Education Director | Winona |
| Don Scheckel | DScheckel@hved.org | HVED | Fillmore |
| Holly Schoenbauer |  | Parent Rep | Region |
| Stephanie Bonjour |  | Parent Rep | Region |

Revised membership list 9/19/2014

**Meetings**

**Meeting Cycle:**   
Quarterly meetings will be held.

1st Q: Summer July-September

2nd Q: Fall October-December

3rd Q: Winter January-March

4th Q: Spring April-June

**Meeting Notification:**Notices, agendas, and supporting documents will be sent out electronically (unless requested otherwise) 2 weeks prior to meetings.

**Parliamentary Authority:**Roberts Rules of Order

**Attendance:**

Two consecutive absences without notifying the chair may result in dismissal from the Committee. Designees may be assigned as follows:

When members are unable to attend scheduled Region 10 Help Me Grow IEIC meetings, they may assign a designee, in writing, to the Chair. The designee shall have the authority to exercise the full privileges of the absent member.

**Decision-Making Process/Voting:**

Decisions will be via electronic means at the Chair’s discretion.

**Distribution Of Meeting Minutes To Other Stakeholders, Interested Parties:**

Minutes will be distributed to parties and posted on the website at <http://region10projects.org>.

**Electronic Participation:**

It may be acceptable to attend/vote by contacting the Chair.

**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 agenda format will follow the Roberts Rules

**Quorum:**

Quorum will be a simple majority of current membership.

**Voting:**A quorum must be present to hold a vote. Decisions by the Region 10 Help Me Grow IEIC shall, to the extent possible, be made by consensus of members (and designees). If there is no consensus, decisions shall be made by a majority vote (51%) of the voting members (and designees).

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

**Reimbursement Policies:**

The Region 10 Help Me Grow 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, the Regional IEIC committee will not reimburse expenses.

Sub-pay and mileage will be reimbursed for work above and beyond the 4 scheduled meetings. (9-25-12)

# Region 10 IEIC Operating Procedures

## Establishment & Updates

Year IEIC Established: Fall 2011

Approval Signatures: Colleen Johnson / Mark Krug

Signed March 27, 2012

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Changes to Operating Procedures:

Changes to Operating Procedures:

Changes to Operating Procedures:

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Changes to Operating Procedures: