

**BY-LAWS
of the
Kentucky Early Intervention System
Interagency Coordinating Council**

**ARTICLE I
Name and Authorization**

The name of the body shall be: Kentucky Early Intervention System Interagency Coordinating Council (KEIS-ICC).

The KEIS-ICC is established by Executive Order and fulfills the requirements of P.L. 457, Part H as amended by the Individuals with Disabilities Education Act (P.L. 102-119 and P.L. 108-446).

**ARTICLE II
Functions**

Section 2.1: The KEIS-ICC is established:

- a. To perform such functions as are necessary to fulfill its duties under P.L. 99-457, as amended by P.L. 102-119 and P.L. 108-446;
- b. To assist the Cabinet for Health and Family Services in promoting disability prevention services statewide through public education on the value of and need for such services;
- c. To review and comment on the use of state and federal resources used for all programs serving children with disabilities as defined under P.L. 99-457 as amended by P.L. 102-119 and P.L. 108-446;
- d. To advise and assist the Cabinet for Health and Family Services in the performance of designated responsibilities, particularly the identification of the source of support for early intervention programs, assignment of financial responsibilities to the appropriate agency, and the promotion of interagency agreement;
- e. To advise and assist the Cabinet for Health and Family Services in the preparation of applications for program funding and amendments thereto;
- f. To advise and assist the state educational agency regarding the transition of toddlers with disabilities to services provided under Part B, to the extent such services are appropriate; and
- g. To prepare and submit an annual report to the Secretary for the Cabinet for Health and Family Services, the Governor and the Secretary of the U.S.

Department of Education on the status of early intervention services in Kentucky.

ARTICLE III Membership

Section 3.1: Membership.

The Council shall be composed of twenty-five (25) members representing the categories listed below:

- Parent Representatives - at least twenty (20) percent of the members;
- Representative of Public or Private Providers of Early Intervention Services - at least twenty (20) percent of the members;
- Representative of a University Personnel Preparation Programs - one (1) member;
- Representative of the State Education Agency responsible for preschool services to children with disabilities - one (1) member;
- Representative of an agency responsible for the State regulation of health insurance - one (1) member;
- Representative of the Department of Defense, through the participation of appropriate military personnel from one (1) of the two (2) military bases in Kentucky - one (1) member;
- Representatives of Principal State Agencies - five (5) members, one (1) each from:
 - a. Representative of the Department for Mental Health/Mental Retardation Services,
 - b. Representative of the Department for Medicaid Services,
 - c. Representative of the Commission for Children with Special Health Care Needs,
 - d. Representative of the Department for Public Health, and
 - e. Representative of the Department for Community-Based Services;
- Representative of the Kentucky Pediatric Society - one (1) member;
- Representative of the State legislature – one (1) member;
- Representative of a Head Start agency or program – one (1) member;
- Representative of the Office of Coordinator for Education of Homeless Children and Youths – one (1) member.
- Representatives from other interested parties up to a membership of twenty-five (25).

Section 3.2: Terms of membership.

The terms of all individual members of the Council shall be for three (3) years, except for the initial appointments which shall be for staggered terms. Agency appointments shall be indefinite.

Beginning April 2000, individual members can serve a maximum of two (2) consecutive terms. Members may serve until their successors are appointed. Upon the occurrence of a vacancy, the Governor shall make an appointment to fill such vacancy for the remainder of the unexpired term, effective immediately upon appointment.

Section 3.3: Vacancies.

Vacancies shall be filled by KEIS-ICC solicitation of nominations. Nominees shall be considered by the KEIS-ICC taking into account:

- a. Appropriate representation as required in Executive Order;
- b. Geographic coverage;
- c. Cultural and ethnic representation.

The KEIS-ICC shall recommend to the Lead Agency those persons considered most appropriate for membership. The Lead Agency shall consider KEIS-ICC recommendations and shall recommend to the Governor nominees for appointments.

ARTICLE IV Officers and Committees

Section 4.1: KEIS-ICC Chairperson(s).

The Chair and Vice-Chair of the KEIS-ICC shall be selected from the membership by majority vote of the KEIS-ICC annually. The Chair and Vice-Chair may serve consecutive terms.

Section 4.2: Executive Committee.

There shall be an Executive Committee comprised of the Chair and Vice-Chair of the KEIS-ICC, all committee Chairs and/or Co-Chairs, at least one (1) parent representative, and staff from each partnering lead agency: DPH and Medicaid. The Executive Committee shall meet prior to each regular KEIS-ICC meeting in order to:

- a. Coordinate activities of all committees;
- b. Establish the agenda for the next KEIS-ICC meeting;
- c. Interim activities on behalf of the KEIS-ICC shall be carried out by the Executive Committee if deemed necessary due to time limitations or urgency of actions, and
- d. Report on any activity to the full body at the next regularly scheduled meeting.

Section 4.3: Standing Committees.

KEIS-ICC members shall serve on a committee. Vacancies for Chairs shall be filled by soliciting nominations by the KEIS-ICC Nominations Committee with approval by the

KEIS-ICC. Chairs may remain until changed by the KEIS-ICC or the Chair's ICC term expires. Chairs and Co-chairs may be non-ICC members.

Nominees for Committee Chairs shall be considered by the Nominating Committee taking into account:

- a. Appropriate representation as required in Executive Order;
- b. Geographic coverage;
- c. Cultural and ethnic representations; and
- d. Parent representation.

Committees may be comprised of both ICC members and non-ICC members. ICC members shall be appointed to committees by the Executive Committee, based on member interest and coverage of committee functions. Each committee shall include at least one ICC member. Each committee may appoint its own non-ICC members, taking into account:

- a. Geographic coverage;
- b. Cultural and ethnic representations;
- c. Parent representation; and
- d. The committee's charge and the qualifications of potential members.

Standing Committees and their responsibilities are:

- a. The Annual Performance Report/General Supervision Committee shall be responsible for regularly reviewing APR data; suggesting interventions, targets and strategies; and making recommendations regarding program monitoring and management;
- b. The Public Awareness/Advocacy Committee shall focus on facilitating effective communication among all First Steps stakeholders, including families, providers, state and local level partners, the general public and policymakers;
- c. The Policy Committee shall regularly review and comment on First Steps regulations, policies and procedures and shall proactively recommend new or revised policies as needed. In addition, this Committee shall assess the fiscal impact of policies, as well as reviewing and making recommendations on other issues related to the fiscal status of First Steps. The Policy committee shall include the following Standing Subcommittees:
 - The Evaluation Subcommittee shall regularly review and comment on regulations, policies and procedures regarding eligibility for First Steps services and shall proactively recommend new or revised policies as needed;
 - The Finance Subcommittee shall assess the fiscal impact of policies as well as reviewing and making recommendations on other issues related to the fiscal

status of First Steps; and

- d. The Comprehensive System of Personnel Development Committee shall facilitate the development and maintenance of an effective First Steps personnel system including personnel qualifications, roles, recruitment, retention and training.

Standing Committees may establish ad hoc subcommittees or work groups as needed. These subcommittees and work groups shall report back to the Standing Committee. Subcommittees and work groups may be composed of Standing Committee members and non-Standing Committee members and shall be appointed by the Standing Committee Chair based on the charge to the subcommittee or work group and the qualifications of the potential members.

Section 4.4: Nomination Committee.

The Nomination Committee is an ad hoc committee made up of KEIS-ICC members who are appointed annually by the KEIS-ICC Chair and Vice-Chair. This committee will recommend new appointments to the KEIS-ICC, Committee Chairs and KEIS-ICC Chair and Vice-Chair made directly to the body of the KEIS-ICC.

ARTICLE V Meetings

Section 5.1: General Conduct of Meetings.

All meetings shall be conducted in accordance with Kentucky's open meeting law (KRS 61.805-61.850).

Section 5.2: Frequency.

The KEIS-ICC shall meet on a regular basis, generally every quarter, or as necessary to fulfill its purpose.

Executive Committee shall meet the month prior to the regularly scheduled KEIS-ICC meeting and at the discretion of the Chair and Vice-Chair as needed. Standing committees shall meet as needed.

Section 5.3: Location.

All meetings shall be held in public places accessible to persons with disabilities. Reasonable accommodations shall be made to insure accessibility to those requiring assistance.

ARTICLE VI Procedures

Section 6.1: Voting.

A quorum of 8 official KEIS-ICC membership is required in order to take action. Motions are passed by simple majority of members present.

Section 6.2: Parliamentary Procedures.

Decisions by the KEIS-ICC and standing committees shall, to the extent possible, be made by consensus of a quorum of the members. Any members may request a vote or roll call vote on any proposed action. Procedures for taking a roll call vote and for conducting a meeting shall be in accordance with the most current edition of Robert's Rules of Order.

Section 6.3: Minutes.

A written record of all topics discussed and decisions made shall be kept for all ICC and standing committees' meetings. The minutes pursuant to this section are public records and a copy shall be sent to the Part C Coordinator and KEIS-ICC Chair and Vice-Chair.

Section 6.4: Amendments.

By-laws may be amended by majority vote of the KEIS-ICC membership. Prior written notice of changes must be submitted to membership thirty (30) days before meeting or written ballot.

Section 6.5: Conflict of Interest.

No members of the KEIS-ICC shall cast a vote on any matter which would provide direct financial benefit to that member or otherwise give appearance of a direct conflict of interest under state law. Members shall be required to disclose conflicts as they arise in the discussion.

Adopted March, 2008