

State of Vermont
Statement of By-Laws

Vermont Interagency Coordinating Council for Children's Integrated Services

Adopted - 1/7/98, Amended – 6/1/00, Amended – 6/18/03, Amended 5/1/2012

Council Name and Authorization

The name of the council shall be the Vermont Interagency Coordinating Council for Children's Integrated Services, hereafter in these rules called "Vermont Interagency Coordinating Council" or "VICC".

The Vermont Interagency Coordinating Council exists per requirements of the Individuals with Disabilities Education Act (IDEA) (Infants and Toddlers - Part C), and is authorized by Governor directive dated February 13, 1987.

Purpose

The Vermont Interagency Coordinating Council's purpose is to advise and assist the Agency of Human Services and Vermont Department of Education, as co-lead agencies, and the Governor regarding the development, implementation, and continuous improvement of a statewide, coordinated, comprehensive, interagency service system for families of children, ages birth to three, with developmental delays or established medical conditions which have a high probability of resulting in a developmental delay.

The VICC will also advise Children's Integrated Services in Vermont with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers, ages birth through five, and their families, regardless of their eligibility for early intervention services as defined under Part C of IDEA. The VICC will prepare and submit an annual report to the Governor and to the Secretary on the status of early intervention programs for infants and toddlers with disabilities and their families.

Mission

The mission of the Vermont Interagency Coordinating Council is to advise and assist the co-lead agencies to implement and continuously improve a statewide system of services for families and their infants and toddlers with special needs. The system includes parents as equal partners and is:

Collaborative and integrated across agencies;
family-centered;
community based; and,
interdisciplinary.

Membership

The membership of the Vermont Interagency Coordinating Council will be in compliance with Section § 303.601 of the Individuals with Disabilities Act - Infants and Toddlers. Membership consists of representatives from the public and private sector who by virtue of their position, interest, experience, and training contribute to the quality of services and supports provided for infants and toddlers [young children] with disabilities and their families. Membership on the Council should include individuals representing minority populations, typically underserved populations, as well as different geographic areas of the State.

- At least 20% of the members shall be parents of infants or toddlers with disabilities or children with disabilities aged 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities. At least one member shall be a parent of an infant or toddler with a disability or a child with a disability aged 6 or younger. Members should represent the diversity of

the population.

- At least 20% of the members shall be public or private providers of early intervention services. Some examples are Host Agency Directors, Speech Language Pathologists, Physical Therapists or Early Interventionists.
- At least one member shall be from the State legislature.
- At least one member shall be involved in personnel preparation.
- At least one member shall be from each of the State agencies involved in the provision of, or payment for, early intervention services for infants and toddlers with disabilities and their families, and shall have sufficient authority to engage in policy planning and implementation on behalf of such agencies.
- At least one member shall be from the State Education Agency responsible for preschool services for children with disabilities and shall have sufficient authority to engage in policy planning and implementation on behalf of the agency. In Vermont this is known as Essential Early Education or EEE.
- At least one representative shall be from the agency responsible for the State Medicaid and CHIP program.
- At least one representative from a Head Start agency or program.
- At least one representative from a State agency responsible for child care.
- At least one representative from the agency responsible for the State regulation of private health insurance.
- At least one representative from the State Office of the Coordination of Education of Homeless Children and Youth.
- At least one representative from the State child welfare agency responsible for foster care.
- At least one representative from the State agency responsible for children's mental health.

The council may include other members selected by the Governor.

Appointment/Selection

Members of the VICC are appointed by the Governor to serve terms of two years that are staggered to assure continuity of membership. The VICC may submit recommendations to the Governor's office for new appointments or reappointments.

Fulfillment of responsibilities of membership includes attendance at regularly scheduled council meetings. Attendance at fewer than half of the regularly scheduled meetings of the full council or committee meetings in a calendar year may result in a review of a member's appointment by the council co-chairs and/or the Governor's appointment secretary. Upon review members that have been unable to perform their roles according to the Vermont Interagency Coordinating Council By-Laws may be asked to forfeit their seat in order to better serve the needs of the council.

Council Member Roles and Responsibilities – See *Responsibilities and Expectations of Members*

Council Structure/Procedures

The VICC shall have standing committees that reflect the priorities of the council. The council

shall have an Executive committee, comprised of the chairs of the individual standing committees and VICC staff. In addition, the co-chairs or the Executive Committee may appoint ad hoc committees as necessary.

Meetings

Meetings of the full council shall be held at a minimum of four times per year. Meetings shall be convened by the co-chairs and conducted by an identified facilitator following a collaborative teaming model.

A quorum for the Vermont Interagency Coordination Council shall consist of those appointed members present at the meeting. Substantive questions shall be decided by a consensus of the duly appointed members present. *When consensus cannot be reached, the co-chairs may call for a decision based on majority vote utilizing Robert's Rules of Order.* No member of the VICC shall cast a vote on any matter that would provide direct financial benefit to that member or that would otherwise give the appearance of a conflict of interest. Meetings will be run according to agreed upon norms and meeting operations (see *Norms*).

All council and committee meetings are open to the public and shall be scheduled in accessible facilities. All meetings of the full council are publicly warned through notices in Vermont newspapers. Written notice for upcoming meetings of the full council, a proposed agenda, materials needed for the meeting, and minutes from prior meetings shall be provided to members prior to the meeting.

As noted previously, fulfillment of responsibilities of the general membership include attendance at regularly scheduled full meetings of the full council, as well as membership on at least one committee of the Vermont Interagency Coordinating Council. It is the responsibility of each VICC member to notify the co-chair(s), committee chair, or staff of the VICC and Children's Integrated Services if they are unable to attend a meeting of the full council or committee meeting.

Officers

Officers of the Vermont Interagency Coordinating Council shall include two co-chairs, (one parent representative and one professional representative) who are elected by the council. Terms shall be for two years, with the terms staggered.

To facilitate the smooth transition of leadership, each co-chair shall have a vice co-chair. At the beginning of the second year of each co-chair's term, members who are eligible to assume that co-chair role will meet to discuss and nominate a vice co-chair. The nomination will be brought before the VICC for approval or vote (if more than one nomination). Officers may serve consecutive terms.

Reimbursement for Council Members

Reimbursement for attendance at committee or quarterly Council meetings for members who are self-employed or members appointed as parent representatives will be \$12.50 per hour (including travel time). Additionally, reasonable expenses for child care, and mileage will be provided for parent representatives.

Additionally, reimbursement for parent co-chair(s) may also include a monthly stipend, based on committee work that is above and beyond the regular VICC work.

Staffing

The co-lead agencies shall assure the provision of staff services to the VICC.

Amendments to the Bylaws

Amendments to the bylaws shall be made by a consensus of the duly appointed members at the

Vermont Interagency Coordinating Council meeting subsequent to a sixty day (60) day written warning of proposed changes.