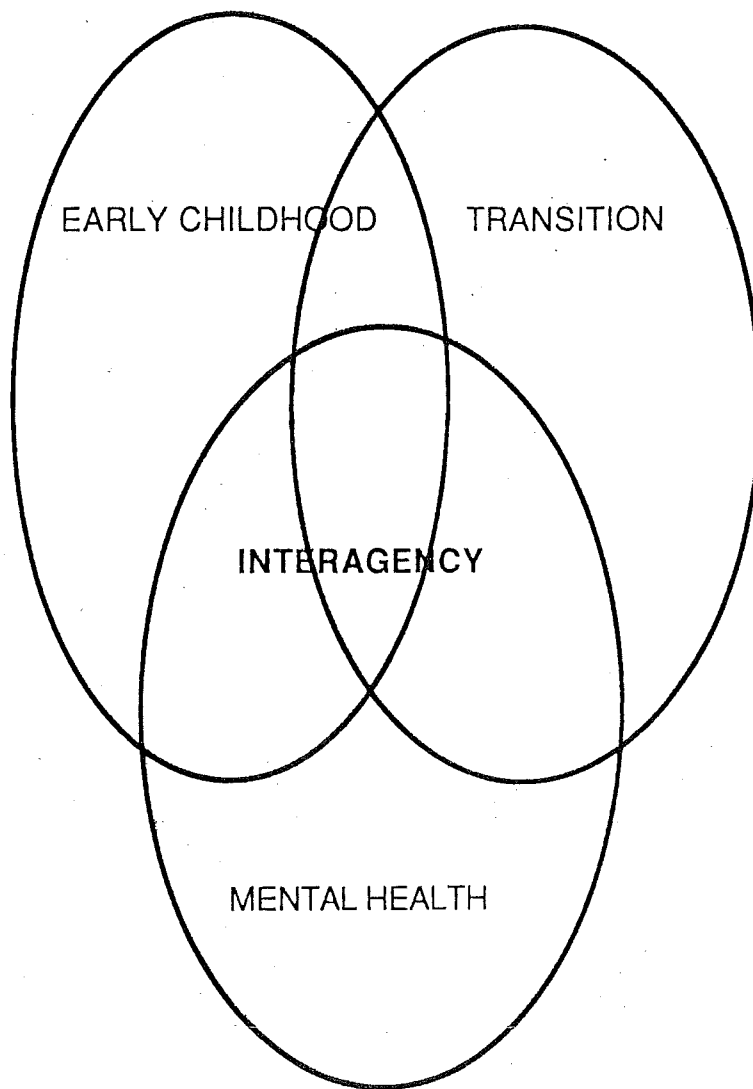


# MORRISON COUNTY INTERAGENCY COORDINATING COUNCIL

## BYLAWS

September 18, 1991





## INTRODUCTION

The Minnesota State Legislature is requiring local departments of government to participate in interagency planning and service delivery for children and youth who are served by multiple agencies. It is the intent of the Morrison County Interagency Coordinating Council (MCICC) to coordinate our planning and programming by jointly sharing and addressing commonly defined goals and objectives. To provide more comprehensive and efficient services in our community MCICC will consolidate the efforts of three separate interagency efforts: Early Childhood, Transition and Children's Mental Health.

## VISION

The Morrison County Interagency Coordinating Council's vision is to develop a system for prevention of disabilities for all children and youth. We will strive to provide a comprehensive, interagency system for the identification, referral, assessment, and service delivery for children and youth who are disabled or at-risk of developing disabilities, and their families.

## PURPOSE

The purpose of the Morrison County Interagency Coordinating Council (MCICC) is to address the interagency efforts involved with the legislation for Early Childhood Intervention, Transition and the Children's Mental Health Initiative (See Appendix A). We strive to provide a comprehensive, interagency system for the identification, referral, assessment, and service delivery for children and youth who are disabled or at-risk for developing disabilities, and their families. The goal of the MCICC shall be to provide services to children and families which are easily accessible, coordinated, comprehensive and allow each child an opportunity to reach their maximum potential.

The MCICC shall function according to the procedures outlined in this Morrison County Interagency Coordinating Council Bylaws. The MCICC shall serve an advisory role to local agencies providing services to children and youth with disabilities or that are at-risk of developing disabilities, and their families.

## GOALS

The goals of the MCICC are to insure access to an interagency system which coordinates services for children and youth including transition related services as students move from one service system to another by addressing the following:

- A. To identify current services available to children and youth with disabilities or at risk of developing disabilities, and their families in Morrison County.
- B. To establish and evaluate the systems for identification, referral, assessment, service planning, and service delivery for children and youth with disabilities or at-risk for developing disabilities, and their families.
- C. To coordinate systems for identification, referral, assessment, service planning, and service delivery for children and youth with disabilities or at-risk for developing disabilities, and their families.
- D. To identify and make recommendations to appropriate agencies concerning strengths and needs in the system of service delivery to children and youth with disabilities or at-risk for developing disabilities, and their families in Morrison County.
- E. To provide ongoing evaluation of the MCICC described in the Morrison County Interagency Bylaws and to make recommendations for changes as appropriate.

## MEMBERSHIP

In accordance with the Legislation (See Appendix A), members shall be representatives as listed below. Individual agencies may have more than one representative as required by legislative rule.

\*Chamber of Commerce

\*Community Corrections

- \*Community Education
- \*Day Care Services
- \*Department of Rehabilitation Services
- \*Employment Enterprises, Inc. (D.A.C.)
- \*Mental Health Professions
- \*Mid-State Education District
- \*Mid-State Education District Governing Board
- \*Morrison County Commissioner
- \*Morrison County Public Health
- \*Morrison County Social Services
- \*Parent Representatives
- \*Physician
- \*Regional Early Childhood Project
- \*Rural Minnesota CEP
- \*Services for Children with Handicaps
- \*Tri-Cap/Headstart
- \*Other Private and Public Service Providers As Appropriate

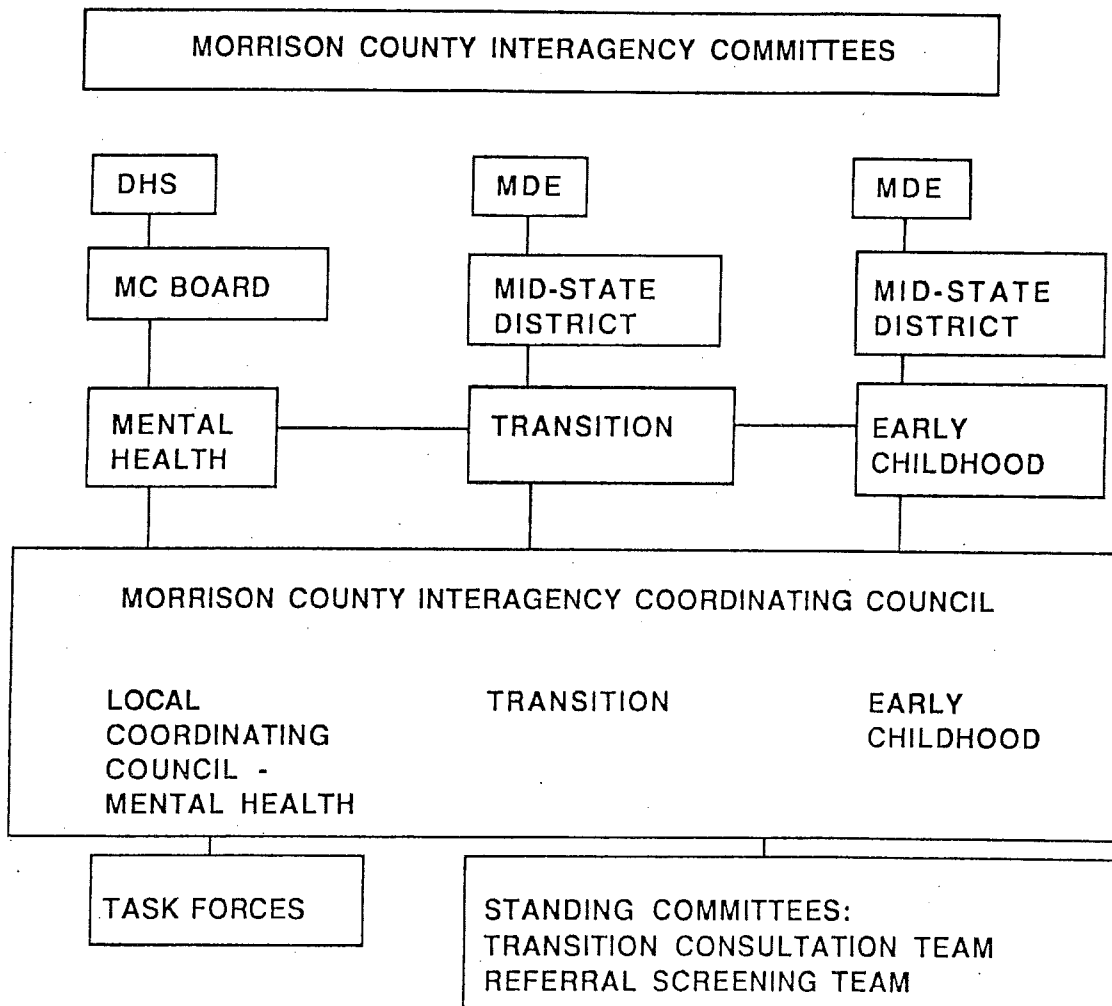
See Appendix B for the current year's membership list.

It shall be the role of each agency to appoint representatives. Non-agency representatives will serve a term of two years. Their appointment will be by the current chairs of the mental health, transition or early childhood subcommittees.

Chairperson responsibilities will be divided among three co-chairs; one from the subcommittee of human services with mental health background, one from education with early childhood background, and one from education with transition age background. Appointment of chairs will be on a rotational basis so that all chair positions will not be open during the same year.

Members are expected to attend and participate in quarterly meetings. If a member cannot attend a meeting he/she is responsible to notify a chairperson before the meeting. If a member is not able to attend two consecutive meetings and does not notify the chair, that member will be contacted to determine continued interest in committee participation. Members who cannot attend a meeting are encouraged to send a representative.

COMMITTEE STRUCTURE



The Morrison County Interagency Coordinating Council shall meet at least quarterly. Meeting dates for the coming year shall be determined at the Fall meeting. Additional meetings shall be scheduled as necessary.

The MCICC shall have standing committees and task force groups as needed to perform specified tasks. Task force members may be appointed from outside the MCICC membership. Members specific to any of the three interagency subcommittees may also serve on any task force group. These task force groups will operate until their assigned task has been completed. All task force groups shall make reports to the MCICC at regularly scheduled quarterly meetings.

Standing committees shall include:

- A. Transition Consultation Team (Appendix C)
- B. Early Childhood Client Service Review Committee (Appendix D)
- C. Elementary and Middle School Consultation Team (To be developed See Appendix E)

All Morrison County Interagency Committee meetings are open to non members.

## EVALUATION

Evaluation of the function of the Morrison County Interagency Coordinating Council will take place on an annual basis. This evaluation will be on the basis of annual goals and objectives which will be reviewed at the Fall meeting.

The standing committees and other task forces shall also be evaluated on the basis of the goals and objectives established for each of those committees at the time of their appointment.

## AMENDMENTS

Any or all of these bylaws may be altered, amended or repealed by an affirmative vote of the members present at a scheduled meeting providing that written notice of the proposed action is given thirty days in advance of the scheduled meeting. Any changes shall be recorded in these bylaws.

**APPENDIX A**  
**LEGISLATION**



## EARLY INTERVENTION LEGISLATION

### INTERAGENCY EARLY INTERVENTION COMMITTEE

Subd. 12. [INTERAGENCY EARLY INTERVENTION COMMITTEE.] A district, group of districts, or special education cooperative, in cooperation with the county or counties in which the district or cooperative is located, shall establish an interagency early intervention committee for handicapped children under age five and their families. Members of the committee shall be representatives of local and regional health, education, and county human service agencies; county boards; school boards; early childhood family education programs; current service providers; parents of young handicapped children; and other private or public agencies. The committee shall elect a chair from among its members and shall meet at least quarterly. The committee shall perform the following ongoing duties:

- (1) identify current services and funding being provided within the community for handicapped children under the age of five and their families;
- (2) establish and evaluate the identification, referral, and community learning systems to recommend, where necessary, alterations and improvements;
- (3) facilitate the development of individual education plans and individual service plans when necessary to appropriately serve handicapped children under the age of five and their families and recommend assignment of financial responsibilities to the appropriate agencies;
- (4) implement a process for assuring that services involve cooperating agencies at all steps leading to individual programs;
- (5) review and comment on the early intervention section of the total special education system for the district and the county social services plan; and
- (6) facilitate the development of a transitional plan if a service provider is not recommended to continue to provide services.

The departments of education, health, and human services are encouraged to provide assistance to the local agencies in developing cooperative plans for providing services.

## TRANSITION LEGISLATION

### COMMUNITY TRANSITION INTERAGENCY COMMITTEE

Subd. 16. [COMMUNITY TRANSITION INTERAGENCY COMMITTEE.] A district, group of districts, or special education cooperative, in cooperation with the county or counties in which the district or cooperative is located, shall establish a community transition interagency committee for handicapped youth, beginning at grade nine or age equivalent, and their families. Members of the committee shall consist of representatives from special education; vocational and regular education; community education; post-secondary education and training institutions; parents of handicapped youth; local business or industry; rehabilitation services; county social services; health agencies; and additional public or private adult service providers as appropriate. The committee shall elect a chair and shall meet regularly. The committee shall:

- (1) identify current services, programs, and funding sources provided within the community for secondary and post-secondary aged handicapped youth and their families;
- (2) facilitate the development of multiagency teams to address present and future transition needs of individual students on their individual education plans;
- (3) develop a community plan to include mission, goals, and objectives, and an implementation plan to assure that transition needs of handicapped individuals are met;
- (4) recommend changes or improvements in the community system of transition services;
- (5) exchange agency information such as appropriate data, effectiveness studies, special projects, exemplary programs, and creative funding of programs; and
- (6) prepare a yearly summary assessing the progress of transition services in the community and disseminate it to all adult services agencies involved in the planning and to the commissioner of education by September 1 of each year.