



EARLY CHILDHOOD INTERAGENCY
COORDINATING COUNCIL

Operating Procedures

*Approved September 13, 2002, Revised February 13, 2004
Revised August 24, 2012*

A. Council Membership

1. Council members are appointed by the Governor to fill positions as defined in state and federal statutes.
2. Council member terms are for three years. Council members may serve up to two three-year terms.
3. Council members are responsible for notifying the Council secretary about their intention to attend a meeting or about their need to be absent from a meeting. Notification should be given at least 14 days prior to the meeting. Members may email, fax, or phone the Council secretary to indicate their intention to attend or be absent from a meeting.
4. Council members addressing any public body should indicate that they serve on the Council, but any public statements are their own and do not represent the opinions of the entire Council unless the Council has given prior approval of the opinion as an official Council statement.
5. Council members are expected to:
 - a. Regularly attend and actively participate in Council and committee meetings.
 - b. Provide written and oral comment on the development of a statewide system of early childhood services.
 - c. Ask questions of presenters and state agencies to better understand the information and to formulate recommendations to improve services for young children.
 - d. Review documents, regulations, and applications for funding, and provide comments regarding those documents, regulations, and applications for funding.
 - e. Gather trend information related to early care and education services, and services to young children with disabilities and their families.
 - f. Advise the Council based on facts, data, and input from stakeholders.
6. Substitutes are not allowed for Council members since they are Governor appointed; however, anyone can participate as a member of the general public so another representative from a program can attend to gather information to share with others. Expenses for persons attending as the general public are not reimbursed.

B. Steering Committee

1. The Steering Committee shall consist of the Council chairperson, the Council vice-chairperson, and a chairperson from each of the Council committees.
 - When committees have co-chairs they will decide among themselves who the Steering Committee representative will be and notify the Council facilitator and Council secretary who the Steering Committee representative will be.
 - A parent representative technical assistant will be invited to attend Steering Committee meetings and conference calls.
2. The Council facilitator (see #E.3) and Council secretary (see #E.4) will provide support for Steering Committee meetings and calls. Other Council representatives and technical assistance staff may be involved in Steering Committee meetings when requested by the chairperson.
3. The Council chairperson shall:
 - a. Lead the development of meeting agendas and facilitate completion of Council business.
 - b. Perform all duties incident to the position of chairperson and all other duties as may be prescribed by the Council.
4. The Council vice-chairperson shall:
 - a. In the chairperson's absence, inability, or recusal, the vice-chairperson shall perform the duties of the chairperson.
 - b. The vice-chairperson is a member of the Steering Committee and shall perform any other duties that may be assigned by the Council chairperson or by the Council.
5. The Steering Committee meets by conference calls at least a month prior to the Council meeting.
6. Any members of the Council can contact either a Steering Committee member or the Council facilitator to propose or request items for the agenda.
7. Steering Committee meetings will include review and discussion of:
 - a. the agenda for the next Council meeting;
 - The Council chairperson and Council facilitator will develop the draft agenda for the Council meeting, which will be sent to the Steering Committee for discussion, revisions, and approval.
 - b. the nomination process for electing a vice-chairperson;
 - c. assigning Council members to committees based upon their identified preferences;
 - d. developing recommendations to submit to the Governor for possible appointment; and,
 - e. any other business items assigned to the Steering Committee by the Council.

8. The Council chairperson may call a face-to-face meeting of the Steering Committee to conduct special business. The Council chairperson should request prior approval from the Department of Education agency representative to authorize additional costs for the special meeting.

C. Other Committees of the Council

1. The Council can establish committees and task forces to address the various responsibilities of the Council. Each committee will have a defined scope of work that is approved by the Council.
2. Committees are formed by having Council members and technical assistants identify their choices from the existing Council committees. Selection of committee preferences will be done by polling or email.
3. The Steering Committee will then make committee assignments based on the indicated choices of the Council members and technical assistants.
4. The Council staff will notify Council members and technical assistants of their assigned committee(s).
5. Leadership of committees
 - a. Committee members will annually elect a chairperson or co-chairpersons for the committee. The committee chairperson and/or co-chairpersons must be appointed members of the Council.
 - b. The committee chairperson or co-chairpersons will be responsible for developing the agenda and working with Council staff to gather the necessary technical assistance staff or support materials for meetings.
 - c. Only one representative from each committee should participate in the Steering Committee. If there are co-chairs they should determine between themselves which will participate in the Steering Committee calls.

D. Council Task Forces

1. Council members or committees may determine that a task force is needed to study a specific issue of the Council. Recommendations for the establishment of the task force will go to the Steering Committee for consideration.
2. Council members may volunteer to serve on the task force. Other members may be selected by the Steering Committee based upon their understanding of the issue to be studied.
3. A current member of the Council shall chair each Task Force.
4. Task forces shall submit progress reports to the Council at specifically scheduled meetings or at the request of the Steering Committee.

5. A final written report outlining the Task Force's recommendations shall be submitted to the Council upon completion of the assigned task(s).

E. Council Facilitator and Council Secretary

1. The Nebraska Department of Education, as fiscal agent, shall provide administrative, professional, and clerical support to the Council.
2. Council staff shall consist of a Council facilitator and Council secretary. Council staff are expected to attend all Council meetings and to remain neutral during Council discussions. The Nebraska Department of Education is responsible for designating replacements for the Council facilitator and Council secretary in the event that they are unable to attend the meeting or are no longer employed by NDE.
3. The Council facilitator is responsible for assisting in the development of meeting agendas, coordinating the development of the biennial report to the Governor on the Status of Early Childhood; working with the Council Steering Committee and the Governor's Office to replace Council member vacancies; working with the Council chairperson to insure that work of the Council continues between meetings as requested; and other duties as assigned.
4. The Council secretary is responsible for posting public notice of Council meetings, recording and preparing minutes of the Council and the Steering Committee; distributing minutes and correspondence for the Council; maintaining Council membership and Council meeting records; handling meeting logistics, payment of meeting costs and member reimbursements; maintaining the Council webpage, formatting and finalizing Council reports; and other duties as assigned.
5. New requests for Council staff work shall be brought to the Nebraska Department of Education for consideration.
6. When Council members are appreciative or concerned about the work done by the Council facilitator or the Council secretary, Council members will address the topic to the Nebraska Department of Education's lead representative or the chairperson of the Council. The chairperson will discuss it with the Nebraska Department of Education's lead representative.
7. The Nebraska Department of Education will be responsible for addressing all discussion about the performance of the Council facilitator or the Council secretary.

F. Technical Assistance Personnel

1. Technical assistance personnel shall be reviewed and approved annually by the Steering Committee in consultation with the Nebraska Department of Education (NDE) and Nebraska Department of Health and Human Services (NDHHS) and approved by the Council. NDE and NDHHS will develop a list of regular technical assistance staff. Other technical assistance staff will be added with prior approval by the Steering Committee and authorized by NDE as fiscal agent.

2. Technical assistance staff are to participate in Council meetings and committee meetings in the following capacities:
 - a. Technical assistance staff provide the Council and committees with:
 - 1) Information about state policies, procedures, rules, regulations, and funding.
 - 2) Answers and clarification to Council members' questions.
 - 3) Supporting documentation to the Council meetings and committee meetings as requested.
 - 4) Clarification of funding and services that are currently in place to address the needs of young children and their families in Nebraska.
 - b. Technical assistance staff may pose questions and help make Council members aware of issues that warrant Council attention.
 - c. Technical assistance staff may request assistance when state agencies need broader stakeholder input.
3. Technical assistance personnel are expected to participate in Council meetings and committee meetings as a representative of their agency and refrain from offering personal opinions.

G. Council Meetings

1. The Council adheres to the *Nebraska Open Meetings Act*. The Council meets at least four times per year. Dates for meetings are established at least two years in advance to allow Council members time to put dates on their calendars. Any meetings beyond the four meetings per year must have prior approval by the Nebraska Department of Education to authorize the additional costs.
2. All Council meetings will have a written agenda. Agendas will be disseminated at least 14 days in advance of the meeting. The meeting agenda cannot be changed within 24 hours of the meeting. Council members will be notified if there is a change in the agenda.
3. All Council meetings will include public notice on the state public meeting calendar at: <http://www.nebraska.gov/calendar/index.cgi>
4. Council meetings may include consent agenda items. A consent agenda is a practice by which the mundane and non-controversial Council action items are organized apart from the rest of the agenda and approved as a group. Council members may request to have consent agenda items removed from the consent agenda to allow the Council to discuss the agenda item in more detail. The Council will vote on the remaining consent agenda items in a group allowing for one roll call for all items.
5. Council meetings may need to be cancelled due to inclement weather. Notification of cancellation will be done via email and posted on the Council website. In the event of a cancellation due to inclement weather the Council will meet for the remaining dates for the year, but not reschedule the cancelled meeting.

6. Council meetings may also need to be cancelled if it is determined by the Council secretary from Council members meeting attendance notifications that a meeting will not have a quorum (50% of the membership). In the event a meeting needs to be cancelled due to lack of a quorum an email message will be sent out to all members at least 2 days prior to the meeting.
7. Persons or organizations desiring to make a presentation to the Council may be placed on the agenda by making such a request in writing to the Council chairperson at least 30 days prior to the Council meeting. The chairperson may allot a specified time period for the requested presentation.
8. Each meeting will include a “public comment” period of at least 15 minutes. Public comments must relate directly to the work of the Council. The chairperson may impose time limits for public comments if needed.

H. Meeting Procedures

1. In order for a meeting to be conducted a quorum must be present. At least 50 percent of the current Council membership is a quorum.
2. The Council chairperson will convene the meeting once a quorum is present. A quorum of Council members must be present for the Council to take action.
3. The Council secretary will keep minutes of the meeting. Minutes will be published and distributed to the Council within 10 working days following the meeting.
4. The Council shall limit discussion to items on the agenda.

I. Voting Procedures

1. The Council may approve reports and recommendations by making a motion, receiving a second to the motion, and conducting a roll call vote.
2. The Council will take action, provide advice, and make recommendations through use of motions. The Council will also approve all reports and letters to the Governor, State Legislature, and others through the use of motions.
3. Only one motion may be discussed at a time.
4. All motions will require a second in order to be discussed. A second does not necessarily indicate support for the motion.
5. The process for making motions will be:
 - a. Council member introduces the motion, by stating “I move...”
 - b. Another Council member seconds the motion, by stating, “Second.”
 - c. The chairperson restates the motion and names the persons making the motion and the second and then asks, “Is there any discussion?” The motion is then discussed.

- d. When discussion is completed, the chair restates the motion and calls for the roll call vote.
 - e. The Council secretary will conduct and record the vote by roll call of Council members.
 - f. A motion will pass if a majority of the members present support the motion.
6. Only friendly amendments can be made to any motion. A friendly amendment will require the acceptance by the original author of the motion in order to be accepted.
 7. When the Council determines that a motion requires more information in order to move forward, the Council may refer the motion to a committee for further work. The committee will bring back a recommendation related to the motion at the next meeting.

J. Lodging Reservations

1. Whenever possible, the Council secretary will make arrangements to have overnight lodging for Council members directly billed to NDE.
2. Council members must live beyond 60 miles from a meeting location in order to have lodging provided. Lodging reservations for distances less than 60 miles must be approved by NDE for extraordinary reasons.
 - a. Council members must request the Council secretary to make a lodging reservation by the specified reservation deadline to ensure inclusion in the direct-bill reservations.
 - b. Council members who do not request a reservation before the deadline may be responsible for making their own lodging arrangements, paying for the room, and requesting reimbursement. Reimbursement amounting to more than the direct-bill cost of lodging must be approved by NDE.
3. Failure to cancel a reserved room may result in being excluded in future direct-bill reservations. Council members who repeatedly fail to cancel a reserved room will be responsible for making their own room reservations, paying for that room, and requesting reimbursement for the cost of the room, which is subject to approval by NDE.

K. Meals and Expenses

1. Council members may receive reimbursement for travel expenses to attend Council meetings and perform Council duties. Members will use the Expense Reimbursement Document (ERD) provided by the Council secretary
 - a. Reimbursement for travel expenses will be made in accordance with state guidelines for employee reimbursement. Receipts are required for all expenses.
 - b. Council members are responsible for submitting requests for reimbursement within the specified state agency timeline. If the state agency deadline is missed, the Council member is responsible for submitting the request for reimbursement to the State Claims Board.

- c. Reimbursements may only be made directly to an individual. Arrangements must be made with the Council secretary to reimburse member expenses to a third party, e.g., to pay for use of an employer or agency vehicle.
2. Council Members appointed to represent parents of children with disabilities also:
 - a. May be provided with an approved stipend if forfeiting wages or if not employed.
 - b. May be reimbursed for child care expenses. A receipt for the member's payment to a provider is required.
3. Meals at Meetings
 - a. Council members, the facilitator and secretary may be provided meals during the course of a meeting.
 - b. Technical assistance staff, other agency staff, and presenters may be provided meals at Council meetings if approval and arrangements are made with the Council secretary in advance of the meeting.
4. Other meeting expenses incurred in furtherance of Council business may be reimbursed if recommended by the Steering Committee and approved in advance by NDE. The following must be submitted for review and consideration by the Steering Committee:
 - a. a written request outlining the activity,
 - b. itemized anticipated expenses; and
 - c. a rationale for participation.

Attached:

- Representation of Members on the Nebraska Early Childhood Interagency Coordinating Council (ECICC) as required in Federal and State Statutes

Representation of Members on the Nebraska Early Childhood Interagency Coordinating Council (ECICC) as required in Federal and State Statutes (as of 2011-2012)

Abbreviations: DHHS=Department of Health and Human Services • NDE=Nebraska Department of Education • NDOI=Nebraska Department of Insurance

Representation Category	Individuals with Disabilities Education Act (IDEA)—2004		(Nebraska Statute) ECICC—2000		Head Start Act—2007 re: State Advisory Council (SAC)		Represented on ECICC by
	Number	Representing	Number	Representing	Number	Representing	
Agency: <i>Child care</i>	not less than 1 member shall be a representative	from a State agency responsible for child care	shall include, but not be limited to, representatives	of ...the collaborating agencies	The SAC shall include . . .a representative	of the state agency responsible for child care	DHHS -appointed-
Agency: <i>Early Intervention</i>	not less than 1 member shall be	from each agency involved in provision of, or payment for EIS... [with] authority to engage in policy planning and implementation. . .	shall include, but not be limited to, representatives	of ...the collaborating agencies	The SAC shall include . . .a representative	of the state agency responsible for programs under section 619 or Part C of IDEA	NDE -appointed-
Agency: <i>Homeless Education</i>	not less than 1 member shall be a representative	designated by Office of the Coordinator for Education of Homeless children. . .					NDE -appointed-
Agency: <i>Insurance</i>	not less than 1 member shall be	from the agency responsible for regulation of health insurance					NDOI -appointed-
Agency: <i>Medicaid</i>	not less than 1 member shall be	from the State agency responsible for the State medicaid program					DHHS -appointed-
Agency: <i>Mental Health</i>	not less than 1 member shall be a representative	from the State agency responsible for children's mental health			The SAC shall include . . .a representative	of the state agency responsible for health or mental health care	DHHS -appointed-
Agency: <i>Preschool</i>	not less than 1 member shall be	from the State educational agency responsible for preschool services to children with disabilities. . . [with] authority to engage in policy planning and implementation	shall include, but not be limited to, representatives	of ...the collaborating agencies	The SAC shall include . . .a representative The SAC shall include . . .a representative	of the state educational agency; of the state agency responsible for programs under section 619. . .	NDE -appointed-

Category	Statute: IDEA		Statute: ECICC		Statute: Head Start Act -2007		ECICC Members
Agency: <i>Welfare-Foster Care-CAPTA</i>	not less than 1 member shall be a representative	from the State child welfare agency responsible for foster care					DHHS -appointed-
Business			shall include, but not be limited to, representatives	of ...business persons			Vacant
Early Intervention Services (EI)	not less than 20% of members shall be	public or private providers of early intervention services [20% of 30=6]					<i>See Service Providers</i>
Educational Service Units			shall include, but not be limited to, representatives	of ...educational service units			ESU -appointed-
Higher Education			shall include, but not be limited to, representatives	of ...higher education	The SAC shall include . . . a representative	of institutions of higher education in the State	State College/ University personnel -appointed-
HSSCO <i>(Head Start State Collaboration Office)</i>					The SAC shall include	the State Director of Head Start Collaboration	HSSCO [NDE] -appointed-
Legislature	not less than 1 member shall be	from the State Legislature	shall include, but not be limited to, representatives	of ...the Legislature			State Senator -appointed-
Parents	not less than 20% of members shall be	parents of children with disabilities aged 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities	shall include, but not be limited to	parents of children. who require early intervention services, early childhood special education, and other early childhood care and education services			Parents (5) -appointed-
	not less than 1 such member shall be	a parent of...a child with a disability aged 6 or younger [20% of 30=6]					Parent (1) -appointed-
Physician			shall include, but not be limited to, representatives	of ...physicians			Physician -appointed-
Professional Development	not less than 1 member shall be	involved in personnel preparation	shall include, but not be limited to, representatives	of ...agencies providing training to staff of child care programs			EC Trainer -appointed-
Service Provider: Child Care-Center <i>(includes EI services)</i>			shall include, but not be limited to, representatives	of ...center-based child care & education	The SAC shall include . . . a representative	of local providers of early childhood education programs and development services	Center-based child care provider -appointed-

Category	Statute: IDEA		Statute: ECICC		Statute: Head Start Act -2007		ECICC Members
Service Provider: Child Care-Family			shall include, but not be limited to, representatives	of ...family child care	The SAC shall include . . .a representative	of local providers of early childhood education programs and development services	Family child care provider -appointed-
Service Provider: Developmental Disabilities <i>(includes EI services)</i>			shall include, but not be limited to, representatives	of ...developmental disabilities services			Services provided -appointed-
Service Provider: Head Start Head Start-Tribal <i>(includes EI services)</i>	not less than 1 member shall be a representative	from a Head Start agency or program in the State	shall include, but not be limited to, representatives	of ...Head Start	The SAC shall include . . .a representative	of Head Start agencies located in the State, including migrant and seasonal...and Indian Head Start programs	Head Start provider (2) -appointed- Head Start-Tribal provider (1) -appointed-
Service Provider: Health-Medical <i>(includes EI services)</i>			shall include, but not be limited to, representatives	of ...health & medical services			Services provider -appointed-
Service Provider: Mental Health <i>(includes EI services)</i>			shall include, but not be limited to, representatives	of ...mental health services			Services provider -appointed-
Service Provider: Resource & Referral <i>(includes EI services)</i>			shall include, but not be limited to, representatives	of ...resource & referral agencies			Child Care: <i>DHHS</i> Child Find: <i>NDE</i> Medicaid: <i>DHHS</i> <i>(appointed-see above)</i>
Service Provider: Schools <i>(includes EI services)</i>			shall include, but not be limited to, representatives	of ...school districts	The SAC shall include . . .a representative	of local educational agencies	Services provider -appointed-
Service Provider: Social Services <i>(includes EI services)</i>			shall include, but not be limited to, representatives	of ...social services			Services provided -appointed-
Tribal <i>(may include EI services)</i>	may include other members selected by the Governor, including a representative	of a BIA-operated or BIA-funded school, Indian Health Service or tribe or tribal council			The SAC shall include . . .a representative	of [Head Start agencies including...] Indian Head Start Programs	<i>See Head Start-Tribal above</i>
Other:	may include other members	selected by the Governor	. . . Governor shall make additional appointments	as required by this section [statute]	The SAC shall include . . . representatives	of other entities determined to be relevant by the Governor of the State	Vacant