

PURPOSE

The purpose of this document is to provide guidance for Regional Early Childhood Committees in order to improve consistency throughout the state, improve communication, and clarify roles and responsibilities and to assist regions with planning and organization.

MISSION

Provide regional leadership and education and coordinate resources for Idaho's young children.

ROLES AND RESPONSIBILITIES

- a) Advise: The critical role of the RECC is to advise and assist the implementation of the Infant Toddler Program (ITP) in their region. Infant Toddler Program operations are under the guidance and direction of the Infant Toddler Program Field Operations Manager.
- b) Facilitate discussion: The RECC will facilitate the discussion of transition issues, eligibility issues and inter-agency issues in regard to early intervention services. A formal process exists for dispute resolution. Discussions will also occur regarding health, social and emotional development, early care and education, parent support and family self sufficiency as these issues relate to children from birth through age five and their families.
- c) Disseminate: A well-planned and coordinated dissemination of public awareness materials for typical and atypical child development, infant toddler program information, and education and evidenced-based practices for early childhood programs will take place annually. All materials must be pre-approved by the Infant Toddler Program and/or the Early Childhood Coordinating Council.

AN ORGANIZATIONAL FRAMEWORK

The Regional Early Childhood Committees are a subsidiary of the Early Childhood Coordinating Council. Reciprocity of information is crucial to the coordination, success and impact of the Council and Committees.

- a) Membership: New members of the committee will be approved by the voting members of said committee annually. Membership will be established on a staggered expiration schedule to maintain a constant and revolving membership to provide experience and stability for the RECC. Membership of the Regional Early Childhood Committee (RECC) will consist of, but not be limited to, the following representatives, and may be further delineated through Bylaws:
 - Lead Agency for IDEA Part C (Infant Toddler Program)
 - Lead Agency for IDEA Part B (local school districts)

Regional Early Childhood Committees Charter

Effective November 2012

- 20% of total membership will be parents of children with disabilities. (Child with Disabilities must be under age 13)
- 20% providers of early intervention services
- Child care agency (recommend CCR&R at minimum)
- Higher education
- Children's mental health
- Foster Care
- Medical provider skilled in early intervention
- Head Start, Migrant Head Start or Community Council of Idaho
- Early childhood stakeholders
- One or more local decision makers (City Council, County Commissioners)
- Others as recommended by RECC

RECC shall have a working committee structure with a nomination committee that will **nominate new members and a chair on an annual to semi-annual basis**. The chair shall not be a Part C lead agency (DHW) employee.

EC3 Council members shall not serve as a voting member of the RECC, but may attend to share information about Council meetings.

- a) Meetings: RECC meetings must be held at least quarterly or, more frequently, as needed. A notice of the agenda will be sent to members and partners, and posted for public view 10 days in advance at the meeting location.
- b) Communication: Communication from the RECC to the EC3 staff about membership decisions will be provided with a complete roster update and copies of meeting minutes within 30 days of membership changes and/or meetings. RECCs will routinely review EC3 minutes and correspondence to assure alignment with state goals and objectives.

WORK PLAN

A work plan with an attached budget will be developed annually and submitted to the EC3 staff to forward to the EC3 Governance Committee no later than April 30 in order to be eligible for RECC funding in the next fiscal year. The state fiscal year runs from July 1 through June 30. All expenditures for a fiscal year must be finalized by May 31.

Budgets must be approved by the RECC. Budget changes must also be approved by the RECC and submitted to the EC3 staff for final approval.

CONFLICT OF INTEREST

Each member of the Regional Early Childhood Committee will be asked to sign a Conflict of Interest Statement on an annual basis.