

**Ohio Department of Health
Division of Family and Community Health Services
Bureau for Children with Developmental & Special Health Needs**

**OHIO HELP ME GROW EARLY INTERVENTION ADVISORY COUNCIL
BYLAWS**

Article I: NAME

The name of the organization shall be the Ohio Help Me Grow Advisory Council, hereinafter called the Council.

Article II: PURPOSE

The Council shall fulfill the requirements for a state interagency coordinating council as specified in 34 CFR, Sec 303.600 (Establishment of Council).

The Council shall serve as the designated advisory group for formal interagency planning, policy development and implementation of a coordinated, comprehensive, and multi-disciplinary Help Me Grow system of services and supports.

Responsibilities of the Council are to conduct activities necessary to implement Help Me Grow, which includes Part C of the Individuals with Disabilities Education Act (105-117) in the state of Ohio. This includes all authority and responsibilities of the Council set forth in Part C, so long as such activities are not inconsistent with Part C and all authority and responsibility set forth by Executive Order.

By way of illustration and not limitation, the Council is to take the following action:

- A. Advise and assist the Ohio Department of Health in development and implementation of the policies that constitute the Help Me Grow system.
- B. Advise and assist the Ohio Department of Health in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the state.
- C. Advise and assist the Ohio Department of Health in the effective implementation of the Help Me Grow system by establishing a process that includes:
 1. Seeking information from service providers, service coordinators, parents, and others about any federal, state, or local policies that impede timely service delivery; and
 2. Taking steps to ensure that any policy problems identified under (a) of this section are resolved.
- D. To the extent appropriate, advise and assist the Ohio Department of Health in the resolution of disputes.
- E. Advise and assist the Ohio Department of Health in its administrative duties including, identification of sources of fiscal and other support for the Help Me Grow system, assignment of financial responsibility to the appropriate agency, and promotion of interagency agreements.
- F. Advise and assist the Ohio Department of Health in the preparation of applications, amendments and distribution for funding of the Help Me Grow system.

- G. Prepare and submit an annual report on the status of the Help Me Grow system to the Governor, the Ohio General Assembly, and the Secretary of the U.S. Department of Education. The report prepared by the Council will be submitted on the date established by the Secretary of the U.S. Department of Education and will contain the information required by the Secretary.
- H. Advise and assist the Ohio Department of Health in the development of a comprehensive plan for the Help Me Grow system of services and support which includes both state and local components.
- I. Advise and assist the Ohio Department of Health in the development and implementation of the evaluation process for the Help Me Grow system.
- J. Advise and assist the Ohio Department of Health in development and implementation of ongoing training and assistance to help local communities implement the comprehensive plan for the Help Me Grow system.
- K. Advise and assist the Ohio Department of Health in development of legislation to promote a statewide comprehensive collaborative Help Me Grow system and supports.
- L. Establish standing and ad-hoc committees, task forces, and other groups as needed to conduct Council business.
- M. Advise and assist the Ohio Department of Health and the Ohio Department of Education on matters regarding transition of infants and toddlers with disabilities to pre-school and other appropriate services.

Article III: MEMBERSHIP

- A. Composition of the Council - The following Governor appointed agency directors or their designees shall have a standing position on Council; federally-required appointed by Governor:
 - 1. The Director of the Department of Health or his or her designee representing the Maternal and Child Health Block Grant programs;
 - 2. The Director of the Department of Developmental Disabilities or his or her designee representing early intervention programs;
 - 3. The Director of the Department of Job and Family Services or his or her designee;
 - 4. The Superintendent of Public Instruction of the Department of Education or his or her designee representing early childhood education;
 - 5. The Director of the Department of Mental Health or his or her designee representing children's mental health services;
 - 6. The Director of the Department of Insurance or his or her designee;
 - 7. The Director of the Department of Alcohol and Drug Addiction Services or his or her designee;
 - 8. The Director of the Ohio Developmental Disabilities Council or his or her designee;
 - 9. One representative from the office of the Coordinator of Education of Homeless Children and Youth; and

10. One representative from the state child welfare agency responsible for foster care (ODJFS).

The members described in 1 through 10 above shall have sufficient authority to engage in policy planning and implementation on behalf of the agency they represent.

11. The state-required Lead Agency appointed by the Lead Agency Governor shall appoint the following other members:
- a. One representative from the Department of Job and Family Services responsible for child care;
 - b. One representative from the Ohio Family and Children First;
 - c. At least 20 percent of the members shall be parents, including minority parents, of children with disabilities age 12 or younger. Parents must have knowledge of, or experience with programs for infants and toddlers with disabilities. At least one such member shall be a parent of a child with a disability age 6 or younger at the time of appointment;
 - d. At least 10 percent of the members shall be parents, including minority parents, who have experienced the at-risk or Home Visiting Help Me Grow program. At least one such member shall be a parent of a child age 6 or younger at the time of appointment;
 - e. One person engaged in the delivery of services to children with disabilities and delays provided by a county board of developmental disabilities;
 - f. At least 20 percent of the members shall be public or private providers of services to children with disabilities and delays. At least two such members shall be direct providers of early intervention services;
 - g. One representative shall be from Head Start;
 - h. At least one representative shall be a pediatrician;
 - i. One representative shall be a person involved in personnel preparation;
 - j. One representative shall be a local Help Me Grow service coordinator;
 - k. One representative shall be a local Help Me Grow Home Visitor;
 - l. Two representatives shall be a family and children first county council member or council coordinator;
 - m. One representative shall be a local Job and Family Services director;
 - n. One representative shall be a Help Me Grow local project director; and
 - o. One representative shall be a local early childhood education transition services provider.
 - p. At least one member from the State Legislature.

B. Term of Council Members:

All Council members who are not Governor appointed agency directors or their designees or President of the Senate or Speaker of the House appointees, shall be appointed for terms of four years. Each member shall hold office from the date of his or her appointment until the end of the term for which he or she is appointed. A member who has served during each of two consecutive terms shall not be reappointed for a subsequent term until one year after he/she ceases to be a member of Council, except that a member who has served for less than one half a term in either of two consecutive terms may be reappointed for a subsequent term before becoming ineligible for reappointment for one year. The Governor shall fill any vacancy on the Council for the remainder of the term for which he made the original appointment. There may be a one time stagger of existing and newly appointed members at two and four years to maximize Council operations.

Council co-chairs will have staggered terms so that no co-chair will serve more than two consecutive terms of two years (if re-elected by Council) as Council co-chair.

Members of Council may be asked or volunteer to serve in a mentor capacity for one year immediately following their term expiration, for the purpose of mentoring or providing guidance to new members.

C. Chairs:

The Governor shall designate two (2) members to serve as co-chairs of Council, one of whom shall be a Parent. Any member of the Council who is a representative of the Ohio Department of Health may not serve as the co-chair of the Council.

D. Attendance:

A member may be removed by the Governor at any time with the following guidance: The Chair of the Council shall inform the Governor of a member missing two consecutive meetings. After the second consecutive missed meeting, the Council shall notify the member in writing (may be electronic communication) that the member may be removed for missing the next meeting.

Article IV: USE OF FUNDS BY COUNCIL

A. General:

Subject to the approval of the Governor, the Council may use funds from P.L. 105-17, Part C, to conduct hearings and forums, to reimburse members of the council for reasonable and necessary expenses for attending Council meetings and performing Council duties (including child care for parent representatives), to pay compensation to a member of the Council if such member is not employed or must forfeit wages from other employment when performing official Council business, to hire staff, and to obtain the services of such professional, technical, and clerical personnel as may be necessary to carry out its functions.

B. Compensation and expenses of Council members:

Except as provided in paragraph (A) of this section, Council members shall serve without compensation from Part C funds.

Article V: MEETINGS

The Council shall meet at least quarterly and in such places as it deems necessary. The Council meetings must:

- A. Be publicly announced sufficiently in advance of the scheduled dates they are to be held to ensure that all interested parties have an opportunity to attend.
- B. To the extent appropriate, be open and accessible to the general public. Interpreters for persons who are deaf and other necessary services must be provided at Council meetings, both for Council members and participants. The Council may use funds from Part C of P.L. 105-17 to pay for those services.

Article VI: OFFICERS AND STAFFING

- A. The only officers of the Council shall be its Co-Chairpersons. At least one of the Co-chairs shall preside at all meetings.
- B. Committees of Council:
 1. The chairpersons may establish committees or task forces as deemed necessary to carry out the work of the Council.
 2. Committees are responsible to the Council. Council may accept or reject recommendations from committees and make recommendations to the Chief, Division of Family and Community Health Services, Ohio Department of Health.
 3. Council establishes the following requirements for committees:
 - a. Each Council member shall serve on at least one committee.
 - b. Each Council committee shall have co-chairs selected by the committee, as opposed to being appointed by the co-chairs of the Council. Both co-chairs shall be Council members. One co-chair shall be a council parent member.
 - c. Committees shall schedule and conduct meetings as directed by Council.
 - d. Committees will consist of 10-13 members with a maximum of 15 members.
 - e. Non-council committee members will be appointed by the Council for 2 years. Members may be re-appointed to additional terms up to a total of 6 years.
 - f. Committees will provide an oral update, upon request, at each regularly scheduled meeting of Council. Committees will also provide a written report of each committee meeting in a format determined by the Council.
 - g. Committee meeting agendas will be determined by Committee co-chairs with participation by ODH staff members assigned to the committee.
 - h. Council will review and approve additional annual goals as submitted by committees.
 - i. A Committee member may be removed by the Council at any time with the following guidance: The committee co-chair(s) shall inform the Council of a member missing two consecutive meetings. After the second consecutive missed meeting, the Council shall

notify the member in writing (may be electronic communication) that the member may be removed for missing the next meeting.

- C. The Bureau of Early Intervention Services in the Ohio Department of Health shall provide staff support services to the Council.

Article VII: GENERAL PROVISIONS AND PROCEDURES

A. Amendments:

- 1. These bylaws shall first be recommended to the Director of the Ohio Department of Health by a majority vote of the Council. Upon approval by the Director they shall be in full force.
- 2. The Director may amend these bylaws at any time upon recommendation by a majority vote of the Council.

B. Parliamentary Procedure:

- 1. Substantive questions put to vote shall be decided by a majority of duly appointed members of council present and voting. In order to take a vote, a quorum of 50% of appointed and mandated members must be physically present at the meeting.
- 2. Matters may be introduced for consideration by any members of council, by the Co-chairs, and designated staff.
- 3. Rules of precedence of motions and other parliamentary procedures not specified herein shall be governed by "Robert's Rules of Order."

C. Conflict of Interest:

No member of the Council may cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest.

D. Notice and Minutes of Meetings:

- 1. The Co-chairs shall insure that a written notice of each meeting called under Article V shall be distributed at least ten days prior to the meeting. Such notice should include a tentative agenda for the meeting.
- 2. Minutes of the meeting shall be distributed to the membership of the Council Department Directors and other agencies and individuals that the Council deems necessary within ten days following the meeting.