

**FIRST STEPS OF NORTH EAST INDIANA
LOCAL PLANNING AND COORDINATING COUNCIL
BY-LAWS
(Created 4/10)**

NAME:

The name of this organization will be First Steps of North Central Indiana (FSNCI) Local Planning and Coordinating Council, hereinafter referred to as the LPCC.

MISSION:

To assure local coordination and delivery of early intervention services for families with children ages birth-3 who are demonstrating developmental delays within the FSNCI service area.

PURPOSE:

The LPCC is a locally organized body serving as the cluster voice for early intervention services in Allen, Adams, Huntington and Wells Counties. The LPCC identifies concerns, issues, and strengths unique to each community by creating a service delivery system that meets the identified needs.

The LPCC will facilitate the following objectives:

- A. **PUBLIC AWARENESS & CHILD FIND** - Increase awareness and visibility of the First Steps program throughout the cluster to increase identification and referral of infants and toddlers.
- B. **PROVIDER RECRUITMENT & PROVIDER MATRIX** - Families are presented with adequate information to make an informed choice regarding the selection of providers and location of services.
- C. **PROCEDURAL SAFEGUARDS, INFORMATION SERVICES & QUALITY ASSURANCE** - The Early Intervention system will be responsive to the priorities of families and providers through ongoing communication that will provide input into the system to include timely access to early intervention services and adequate information about family rights and procedural safeguards.
- D. **TRANSITION & INTERAGENCY AGREEMENTS** - Increase access to family resources, collaboration of social service agencies and educational representatives, to create a smooth transition for infants, toddlers, and families into, within, and out of, the early intervention program.

AUTHORITY:

The LPCC is responsible for the preparation and implementation of local plans required by the State, within the parameters of State and Federal law and policies.

The LPCC recognizes that a plan must be approved by the State before changes in the application may be implemented.

FISCAL ACCOUNTABILITY:

It is the responsibility of the designated fiscal agent to receive grant funds and provide fiscal accountability. The fiscal agent will pay only those costs that are funded and approved. The fiscal agent will share the budget with the council quarterly

RECORD KEEPING:

The Community Liaison (LPCC Coordinator) will maintain files of LPCC meeting agendas, minutes, committee reports, operating procedures and procurement policies that document compliance with State and Federal laws, regulations and policies. This information is available upon request and on the cluster website.

GRIEVANCE PROCEDURE:

The following procedure applies to disagreements with LPCC decisions. It does not apply to grievances between providers and/or families. Any procedural safeguard issue should be referred directly to the state.

1. Submit the grievance in writing to the Community Liaison (LPCC Coordinator) who will establish a meeting with the individual, Community Liaison, and LPCC Chairperson. A decision will be reached within thirty (30) working days. If not resolved, then...
2. Submit the grievance in writing within ten (10) days to FSSA/First Steps Consultant. The Consultant will review the complaint and issue a decision within thirty (30) days of the receipt of the written complaint. The Consultant's review must include all written materials pertinent to the complaint and may include interviews with the principal parties involved. If not resolved, then...
3. Submit the grievance in writing within ten (10) days to the Part C Coordinator. The Coordinator will review the complaint and issue a decision within thirty (30) days of the receipt of the written complaint. The Coordinator's review must include all written materials pertinent to the complaint and may include interviews with the principal parties involved. The decision of the Coordinator is final.

CONFLICTS OF INTEREST:

Members of the LPCC will disclose any areas in which they, their family, or their business organization might financially benefit from an action or recommendation of the LPCC. No LPCC member may vote on any issue before the LPCC in which the member of his/her business organization may benefit financially.

If any member feels that an issue is in direct conflict with him/herself or any LPCC member, he or she will abstain and request the conflicting member to abstain from voting on the issue. If the conflicting member disagrees, the LPCC will vote to decide if a conflict of interest exists.

In cases where the Chairperson is determined to have a conflict of interest regarding a particular proposal, the Vice-Chair will assume responsibility for the portion of the meeting during which the discussions and vote occur.

No LPCC member may solicit or accept personal gratuities or anything of value from contractors or potential contractors.

MEMBERSHIP:

State minimum requirements are: Two (2) parents of children with disabilities, One (1) medical/health representative, One (1) educational representative, One (1) social service representative, One (1) early intervention representative, One (1) Head Start representative, and One (1) child care representative.

A membership list will be maintained outlining the actual voting membership representation. This listing will meet the minimum requirements stated above, but may include additional voting seats as deemed appropriate by existing membership. Replacements can be made by the agency/organization as staff changes occur.

Members fulfill their LPCC membership duties by attending LPCC and/or Committee meetings in person or by proxy, participating in LPCC activities, or participating in Task Force/Committee activities. Members must participate in a minimum of three council meetings/activities per year (July-June). Email communication is acceptable but does not fulfill membership obligations.

VOTING:

Voting rights are limited to one vote per individual member. Decisions will be based on majority rule.

LPCC meeting agendas will be distributed ten (10) days prior to scheduled LPCC meetings and will include voting items. Absentee votes or proxy assignments must be submitted in writing to the Community Liaison 24 hours prior to the meeting.

Items requiring a vote may be disseminated via email with a reasonable response time noted.

The Chair will not cast a vote on issues, except to break a tie. The Chair may vote in election of Officers.

The LPCC Coordinator/Community Liaison may not vote in any circumstance.

QUORUM:

A quorum consists of a majority of voting members present and/or by email participation. Email votes will apply toward meeting a majority quorum.

OFFICERS:

The elected Officers will be Chair and Vice-Chair. The annual election of officers will be held by each June. The term of office will run from July 1st to June 30th.

STRUCTURE AND COMMITTEES:

A Restructuring committee will be established in order to meet and address objectives determined by the LPCC and outlined in the RFF.

The SPOE Oversight committee will handle procedural safeguards, quality assurance and Data Team functions. This committee may assign issues that need action to other appropriate committees for follow up.

The Transition committee will handle all activities and functions related to transition out of First Steps. The committee will work with other community partners and programs for families completing this transition.

The Child Find committee will handle activities associated with public awareness and outreach.

In the event that committees are unable to fulfill duties due to membership, the LPCC will be responsible. Committee chairs will report to the council and be responsible for bringing any items to the group.

Other task Force Committees may be formed as needed to address objectives determined by the LPCC.

LPCC will meet six times per year (July-June). Committee schedules will be determined by individual committees.

CONDUCT:

All meetings will be conducted utilizing Roberts Rules Of Order.