

Indiana
**Governor's Interagency Coordinating Council on Infants and Toddlers
Standard Operating Procedures**

I. Name and Purpose of Council

This document contains standard operating procedures for the Governor's Interagency Council on Infants and Toddlers (often referred to as the ICC). The ICC is appointed by the Governor of Indiana. The purpose of the ICC is to provide advice to the Family and Social Services Administration for the promotion, development and implementation of a statewide, comprehensive, coordinated, multidisciplinary, interagency program of high-quality early intervention services for all eligible infants and toddlers and their families.

II. Legislative and Regulatory Requirements for the ICC

A. Requirement for the ICC in Federal Legislation and Rules

The federal program that is now known as the Early Intervention Program for Infants and Toddlers with Disabilities under the Individuals with Disabilities Education Act (IDEA/Public Law P.L. 103-382) was first passed into law in 1986 as Part H of the Amendments to the Education of the Handicapped Act (Public Law 99-457). Beginning in 1975, IDEA assured that all school-aged children with disabilities had available to them a free appropriate public education.

With the passage of Part H, states were provided financial incentives to also develop and maintain a system for serving all children birth to three that were eligible to receive early intervention services. The governor of each participating state was required to appoint a lead agency for overseeing the implementation of the early intervention program. In addition, the governor was required to appoint an Interagency Coordinating Council (ICC) to assist the lead agency. Specific guidance for the composition and activities of the ICC is provided in the federal rules governing this program (See 34 CFR Part 303). Those requirements have been incorporated into the standard operating procedures of Indiana's ICC.

With the 1997 reauthorization of IDEA, Part H was renamed Part C.

B. Requirement for the ICC in Indiana Legislation and Rules

Indiana began to implement the Early Intervention Program for Infants and Toddlers with Disabilities in 1987 when the First Steps Early Intervention System was established. The lead agency for First Steps is the Family and Social Services Administration, Bureau of Child Development.

The Governor of Indiana appointed the first members to the Interagency Coordinating Council on Infants and Toddlers during 1987. The role of the Governor's Interagency Coordinating Council on Infants and Toddlers was included in state legislation that was passed in 1989 which outlined Indiana's commitment to participate in the federal early intervention program.

Current state requirements for the ICC and its activities may be found in Indiana Code 12-17-15-7 through 12-17-15-16. Guidance related to the ICC is also provided in the state rules governing this program. All state requirements have been incorporated into the standard operating procedures of Indiana's ICC.

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III. Membership of the ICC

A. Appointments

The ICC must consist of at least fifteen (15) members. All members are appointed by the Governor. State agencies or divisions directed by the Governor to provide representation must assign a designee to the ICC that has the authority to engage in policy planning and implementation on behalf of their agency or division.

B. Terms of Appointments

The term of appointment for members that are not representatives of state agencies is three (3) years. A council member may be reappointed for succeeding terms.

C. Representation

In making appointments to the ICC, the Governor ensures to the extent possible that the membership of the ICC reasonably represents the population of the state.

Representation must include:

1. Parents

At least twenty percent (20%) of the members must be parents, including minority parents, of infants and toddlers with disabilities or children who are less than thirteen (13) years of age with disabilities. Parents must have the knowledge of, or experience with, programs for infants and toddlers with disabilities. At least one (1) of the parent members must be a parent of an infant or toddler with a disability or a child with a disability who is less than seven (7) years of age.

2. Public or Private Providers

At least twenty percent (20%) of the members must be public or private providers of early intervention services.

3. General Assembly

At least one (1) member must be a member of the Indiana General Assembly.

4. State Agencies

Each of the state agencies involved in the provision of or payment for early intervention services to infants and toddlers with disabilities and their families must be represented by at least one (1) member. The following state agencies/divisions are currently represented: Division of Family and Children; Division of Mental Health; Division of Disabilities, Aging, and Rehabilitation Services; The Office of Medicaid Policy and Planning from the Family and Social Services Administration; and the Indiana State Department of Health.

5. Personnel Preparation

At least one (1) member must be involved in personnel preparation.

6. Indiana Department of Education

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At least one (1) member must represent the Indiana Department of Education who has responsibility for early childhood services to children with disabilities.

7. Indiana Department of Insurance

At least one (1) member must represent the Indiana Department of Insurance, in an area dealing with health insurance.

8. Head Start

At least one (1) member must represent the Head Start program.

9. Child Care

At least one (1) member must represent the interests of Child Care.

10. Members At Large

The remaining members of the ICC may be chosen to represent diverse interests based on knowledge or experience with programs for infants and toddlers. Consideration will be given to an appropriate balance between urban and rural communities and cultural and socioeconomic diversity.

D. Responsibilities

1. Chairperson

A member of the ICC may be designated by the Governor to serve as the Chairperson or the Governor may require the ICC to designate a Chairperson from within its membership. The Chairperson may not be a representative of the Family and Social Services Administration. Either the Chairperson or the Vice-Chairperson must be a parent representative.

As appropriate, the Chairperson works collaboratively with staff/consultants of the Family Social Services Administration to fulfill the following duties:

- a. Speak publicly for the ICC and then only in accordance with ICC actions. The Chairperson may appoint a designee for this duty when appropriate.
- b. Schedule meetings of the ICC and Executive Committee, developing meeting agendas and ensuring completion of all tasks associated with ICC meetings.
- c. Preside over all meetings of the ICC and Executive Committee.
- d. Perform all duties incident to the position of Chairperson and all other duties as may be prescribed by the ICC.
- e. Vote only in the event of a tie vote on any matter submitted to a vote of the ICC membership.

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2. Vice-Chairperson

The ICC will designate a Vice-Chairperson through a majority vote at the last regularly scheduled meeting in each calendar year. Either the Chairperson or the Vice-Chairperson must be a parent representative. A Vice-Chairperson may be designated for succeeding terms.

The Vice-Chairperson is responsible for the following duties when the Chairperson is unable to complete those duties due to sickness or unavailability:

- a. Schedule meetings of the ICC and the Executive Committee, developing meeting agendas and ensuring completion of all tasks associated with ICC meetings.
- b. Preside over all meetings of the ICC and the Executive Committee,
- c. When presiding over a meeting, the Vice-Chairperson may only vote in the event of a tie vote on any matter submitted to a vote of the ICC membership.

3. Other Members

All members of the ICC are expected to fulfill the following duties:

- a. Attend regularly scheduled meetings
- b. Serve on at least one standing committee or work group of the ICC.
- c. Respond to communications regarding the ICC.
- d. Provide information to the ICC from their unique perspectives regarding issues that impact the First Steps Early Intervention System.

E. Compensation and Reimbursement of Expenses

The ICC makes available a salary per diem to members of the ICC and its committees. This salary per diem may be accessed by individuals who are not employed for pay or by individuals who must forfeit wages from other employment when absent from the other employment due to the performance of council business. The rate of compensation will be \$50.00 when combined meeting and travel time are greater than four hours. The stipend is \$25.00 when combined meeting and travel time is four hours or less. The complete policy is outlined in the appendix at the end of this document.

The ICC offers reimbursement to members of the ICC and its committees for reasonable and necessary expenses related to attending council meetings and performing other council duties. Reimbursement is available for lodging, mileage, parking, and meal per diems. Expenses will be paid in accordance with Indiana guidelines for state employees.

F. Resignation

An ICC member's resignation must be made in writing and shall be submitted to the Governor of Indiana and the Chairperson of the ICC.

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G. Termination

Failure to attend three (3) consecutive meetings of the ICC shall result in a review by the ICC for possible recommendations to the Governor for termination of the member's appointment. While proxy representation is highly desirable in instances when an ICC member has conflicting commitments, representation by proxy does not fulfill the expectations of active ICC membership by the individual appointed to serve.

H. Vacancies

Any vacancy occurring in the membership of the ICC is filled by the Governor. The ICC, through its Chairperson, shall inform the Governor or his/her appointee of any vacancies. Recommendations for filling the vacancy may be made by the ICC at any meeting and forwarded to the Governor through the Family and Social Services Administration.

IV. Conflict of Interest

No member of the ICC may cast a vote on any matter that would provide direct financial benefit or gain to that member or the agency or organization that they represent and/or are affiliated with. Members must abstain from voting any time their action would give the appearance of a conflict of interest.

V. Meetings

A. Schedule

A twelve month schedule of meetings is developed for the following year by the ICC during its last regularly scheduled meeting of the calendar year. The ICC must meet at least quarterly. Additional meetings may be called by the Chairperson of the ICC or the Governor of Indiana.

B. Quorum and Decision-Making

A quorum consists of a simple majority of the full council membership. The ICC may take official action when a quorum is present. Final decisions on recommendations of the ICC shall be made by a majority vote of the membership. Committee recommendations of majority and/or consensus opinions are given to the ICC for their consideration. Only official ICC members or their designated proxies have voting privileges. Any member may request that his/her vote be recorded in the minutes, or on request of any member, the vote of each member will be recorded.

C. Proxies and Nonvoting Representatives

Members who will be unavailable for a meeting of the ICC may send a proxy or nonvoting representative by contacting the ICC Chairperson prior to the meeting. It is the responsibility of the ICC member to prepare their proxy or nonvoting representative to participate in the meeting. Members should clarify the voting status of the individual with the ICC Chairperson and take responsibility for the delivery of an agenda and supporting materials for the meeting to the proxy or nonvoting representative.

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D. Public Participation

Meetings will generally be held at the Indiana Government Center. Meetings are open to the public and are announced sufficiently in advance of the dates they are held to ensure that all interested parties have an opportunity to attend. In most instances, public notices will be distributed approximately four weeks prior to a regularly scheduled meeting. Interested parties may add their names to the mailing list for public notices by contacting the ICC staff support person. A public comment policy adopted by the ICC is outlined in the appendix at the end of this document.

E. Interpreting Services

The ICC provides interpreters for individuals with deafness/hearing impairment for ICC meetings and other council-related functions upon request. The request for an interpreter should be made at least two weeks in advance to the ICC staff support person.

VI. Council Functions

The ICC advises and assists the Family and Social Services Administration in the development and implementation of the First Steps Early Intervention System. Under federal statute, the ICC may advise and assist the Indiana Department of Education regarding the provision of appropriate services for children aged birth to five.

A. General Duties

1. Recommending Policy

The ICC advises and assists the Family and Social Services Administration in the development and implementation of the policies that constitute the statewide early intervention system. This includes, but is not limited to, policies related to the following system components:

- State Definition of Developmental Delay
- Central Directory
- Timetables for Serving All Eligible Children
- Public Awareness Program
- Comprehensive Child Find System
- Evaluation, Assessment and Nondiscriminatory Procedures
- Individualized Family Service Plan
- Comprehensive System of Personnel Development
- Personnel Standards
- Procedural Safeguards
- Supervision and Monitoring of Programs
- Lead Agency Procedures for Resolving Complaints
- Financial Policies and Procedures
- Interagency Agreements; resolution of Individual Disputes
- Policy for Contracting/Arranging for Services
- Data Collection

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2. Achieving Full Participation of Public Agencies

The ICC assists the Family Social Services Administration in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the state.

State agency representatives of the ICC are responsible for serving as a liaison to facilitate the sharing of relevant information from the ICC to the state agency they represent, as well as providing information from the state agency to the ICC.

3. Seeking Information

The ICC is responsible for establishing a process to seek information from service providers, service coordinators, parents, and others about federal, state or local policies that impede timely service delivery to infants and toddlers. Once issues are identified, the ICC provides advice and assists the Family and Social Services Administration to identify steps that may resolve the issue. The goal is to assist the Family and Social Services Administration in the effective implementation of the First Steps Early Intervention System.

4. Resolving Disputes

The ICC may exercise its federal mandate to assist the Family and Social Services Administration in the resolution of disputes.

B. Administrative Duties

The ICC has responsibility for advising the Family and Social Services Administration with the following administrative duties:

1. Identification of Resources

Sources of fiscal support and other support services for the early intervention system must be identified. This includes the use of exercising resources to their full extent.

2. Assignment of Financial Responsibility

The ICC may exercise its federal mandate to recommend assignment of financial responsibility to the appropriate agency.

3. Promotion of Interagency Agreements

Formal interagency agreements must be entered into with other state-level agencies involved with Indiana's Early Intervention System.

C. Applications

The ICC advises and assists the Family Social Services Administration in the preparation of federal applications required for participation in the Early Intervention System for Infants and toddlers with Disabilities and amendments to those applications.

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D. Transitions

The ICC advises and assists the Indiana Department of Education regarding the transition of toddlers with disabilities to services provided under the early childhood special education program, to the extent those services are appropriate.

E. Annual Report

The ICC works with the Family and Social Services Administration to prepare an annual report to the Governor of Indiana, the Indiana General Assembly, and the United States Secretary of Education on the status of the First Steps Early Intervention System.

The annual report must be submitted to the Secretary by the date established each year by the Office of Special Education and Planning for the year which the report is made.

Responsibilities for the completion of this report follow:

1. Family and Social Services Administration
 - a. Provides to the ICC summaries of all data related to the First Steps Early Intervention System as requested by the Secretary of Education for inclusion in the annual report.
 - b. Collaborates with ICC regarding the identification of writers for the various report elements.
 - c. Provides a final approved draft of the annual report to the ICC Chairperson.
 - d. Submits the annual report with required ICC signatures and additional forms and comments to the Secretary of Education and the Governor of Indiana by the date established by the Secretary.

2. Governor's Interagency Coordinating Council on Infants and Toddlers
 - a. Provides to the Family and Social Services Administration recommendations for presenting data about the First Steps Early Intervention System as summarized in VI E 1. a. of these procedures.
 - b. Provides to the Family and Social Services Administration a synopsis of ICC activities for the reporting period.
 - c. Provides recommendations to the Family and Social Services Administration for improving the draft of the annual report when the draft is presented to the ICC from the Family and Services Administration.
 - d. Provides a letter from the Chairperson for inclusion into the report.
 - e. Provides additional comments to be included with the annual report in attachment form to the Secretary of Education and the Governor and decides on any additional audiences for those comments. Decisions about additional comments and decisions regarding distribution of those comments that are made through a formal vote of the ICC. Comments must be completed prior to December 15 of each year.

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- f. Provides required signatures and forms as required by the Secretary of Education for completion of the annual report.

F. Periodic Reports

The ICC may periodically request from the agencies responsible for providing early intervention services and preschool education programs written reports concerning the implementation of each agency's respective program. These requests may be directed to the Office of Medicaid Policy and Planning or the Division of Disability, Aging, and Rehabilitation Services within the Family Social Services Administration. Requests may also be made to the Indiana Department of Education and the Indiana Department of Health.

G. Recommendations

The ICC makes recommendations to the various state agencies listed in 6F of these procedures concerning improvements to each agency's delivery of services. The word agency may include a department, commission, council, board, bureau, division, service, office, or an administration that is responsible for providing services to infants and toddlers with disabilities.

H. Identification of Annual ICC Priorities

During the last meeting of the calendar year, the ICC identifies goals related to its stated functions, including activities and timelines for completion. The level of staff support to achieve these goals is identified and included in negotiations for the ICC annual budget with the Family and Social Services Administration.

I. Preparation of Annual ICC Budget

The ICC must negotiate annually with the Family and Social Services Administration for a budget to do the following:

1. Conduct hearings and forums.
2. Pay compensation and reimburse members for expenses to ICC members as outlined in 3E of these protocols.
3. Hire staff and obtain services that are necessary to carry out the ICC's functions.

VII. Committees of the Council

A committee is a body of three or more persons, assigned by the Chairperson (except where otherwise specified) and officially appointed by the ICC, to give more careful consideration to a task or matter than is possible by the ICC as a whole. Committee membership is not limited to members of the ICC, but may include other interested citizens. ICC and Parent representation on committees is a high priority.

The ICC has established three (3) types of committees: Executive Committee, Standing Committees, and Task Forces/Work Groups. All committees, regardless of their type, must be selected in such a manner as to support a diversity of thought and opinions related to the issues under consideration. The composition of these committees and the scope of their functions is detailed below.

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A. ICC Executive Committee

The ICC Executive Committee shall consist of the ICC Chairperson, Vice-Chairperson and three members to be selected by the ICC from its membership at the last meeting of the calendar year. The membership shall consist of at least one parent, one provider, and one representative of a state agency. The Part C Coordinator shall serve as a nonvoting member of the Executive Committee.

The ICC Executive Committee:

1. Conducts business requiring the immediate attention of the ICC between meetings. The Executive Committee must poll the full ICC for a vote by voice, fax, ground mail, or e-mail prior to taking formal action on any item.
2. Negotiates with the Family and Social Services Administration for an annual budget with the ICC.
3. Assists the Family and Social Services Administration in evaluating the effectiveness of staff/consultants assigned to support the activities of the Interagency Coordinating Council.
4. Conducts all activities necessary to manage the contract for ICC staff support, in accordance with written policy and procedure. Such activities would include, but not be limited to, establishing a description of duties and expectations, determining the budget, advertising the position, screening applications, conducting interviews, selecting the contractor, reviewing effectiveness of contractor, and serving notice of non-renewal.
5. Executes any other functions, duties, or responsibilities delegated to it by the ICC or its Chairperson.

B. ICC Standing Committees

Proposals for a Standing Committee may be made by the ICC, ICC Executive Committee, ICC Standing Committee, or the Family and Social Services Administration.

Establishment of a Standing Committee requires a vote by the full ICC and is made with careful consideration including the time commitments required by ICC members, the ICC budget, and the level of staff support available to support the desired activities.

The ICC through its staff will invite the public to apply for participation on an ICC standing committee. The ICC chair will assign the membership of the committees and their co-chairs. These assignments will be presented to the full ICC for approval and official appointment. A high priority will be given to the designation of an ICC member as a co-chairperson, but other interested citizens may serve in this role if an ICC member who serves on the Standing Committee agrees to be the liaison between the ICC and the Standing Committee. A high priority is also given to a Parent representative serving as co-chairperson.

Chairpersons of Standing Committees are expected to serve as neutral facilitators of issues presented to the committee. It is the responsibility of the Standing Committee Chairperson to ensure that meeting agendas and meetings are conducted in a manner that supports the consideration of differing perspectives related to the issues. The Standing Committee Chairperson is responsible for scheduling meetings, developing meeting agendas, and ensuring completion of all tasks associated with the Standing Committee.

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1. Family Perspectives Committee

a. Composition:

This committee is comprised of a minimum of six (6) parents and family members of children with special needs who are selected by the ICC. Other system stakeholders who have a strong commitment to improving family-centered service delivery patterns will be asked to serve as committee partners. Parents and family members must comprise at least fifty-one percent (51%) of this committee.

b. Selection of Members and Chairperson:

Parents on this committee represent families of varying socioeconomic levels and cultural backgrounds and who have children with a variety of special needs. Parents and family members of children currently receiving early intervention services will be given a high priority for committee membership. Families will be selected annually based upon their interest in providing leadership at the state level for the First Steps Early Intervention System. The Chairperson of this committee is selected by the ICC and must be a parent. Other members should have extensive experience with infants and toddlers with special needs and their families. These individuals function as resources for the Committee as well as advocating for families from their perspective.

c. Emphasis

The emphasis of this committee is on improving family-centered service delivery patterns and advocating for family involvement in early intervention services, including Local Planning and Coordinating Councils (LPCC). The Committee on Family Perspectives provides input to the ICC and the Family and Social Services Administration (FSSA) regarding the strengthening of policy to promote family-centered services. Special areas of emphasis include Evaluation, Assessment, and Nondiscriminatory Procedures; Individualized Family Service Plans; and Procedural Safeguards.

C. Task Forces/Work Groups

The ICC Chairperson, with ICC or Executive Committee approval, may establish other task forces or work groups as deemed appropriate. All task forces or work groups are time-limited and task specific. All work group participants are eligible for reimbursement in the same fashion as ICC members and standing committee members. (see appendix)

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VIII. Other Roles Related to the ICC

A. General Public

All meetings of the ICC, its committees, and task force/work groups are open to the public. Oral and/or written comments will be solicited by the presiding Chairperson during every meeting. Members of the general public who wish to provide input related to an agenda or recommend critical issues for inclusion into an agenda should contact the Chairperson of the appropriate Council, Committee, Task Force/Work Group. The complete public comment policy adopted by the ICC is outlined in the appendix at the end of this document.

B. Local Planning and Coordinating Councils

Given the critical role of Local Planning and Coordinating Councils in providing a community-based group that is dedicated to the coordination of services at the local level, it is imperative that the ICC receive direct feedback from the LPCCs. Inclusion of LPCC representatives on committees and task forces is mandatory. In addition, written communication between the ICC and the LPCCs is to be initiated regularly.

C. Part C Coordinator/First Steps Team

The Part C Coordinator and the related First Steps staff are charged by the Family and Social Services Administration with implementing Indiana's Early Intervention System. The Part C staff are responsible for the direct administration of all policies and procedures related to First Steps under the direction of the Governor's administrative leadership. The Part C staff and contracted consultants serve as vital resources of program expertise to the ICC and its committees. By exploring options together, the Part C staff and members of the ICC and its committees create a better understanding of the impact of administrative actions and policies. In most instances, it is the Part C staff that directly receives the advice and assistance provided by the ICC. Thus, Part C staff members and consultants always participate in ICC Council and Committee meetings as resources but do not cast votes on the issues under advisement.

IX. Procedures for Advising and Assisting

A. ICC

The ICC is responsible for providing a public forum where issues related to the First Steps Early Intervention System can be respectfully debated. The ICC structure provides an opportunity for politicians, public employees, and interested citizens to work together to ensure that a quality system for providing early intervention services exists in Indiana.

The Chairperson of the ICC is responsible for creating meeting agendas that adequately represent the range of issues that are of critical importance to the numerous stakeholders of the state's early intervention system. Agenda items may be suggested to the Chairperson by ICC members, ICC committee members, LPCC representatives, families participating in the First Steps Early Intervention System, staff of the Family and Social Services Administration, or other interested citizens. Members of the ICC are responsible for providing multiple perspectives on the issues under discussion.

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As appropriate, the ICC will provide written recommendations to the Part C Coordinator.

After careful consideration, a written response to the recommendation will be provided to the ICC by the Part C Coordinator or his/her designee at the Council's next meeting. After reviewing the lead agency response, the ICC must decide on an appropriate mechanism to resolve the issue. These mechanisms may include, but are not limited to: (1) Agreeing with the lead agency response and considering the issue resolved; (2) Engaging in further dialogue with the lead agency and attempting to find a mutually acceptable resolution to the issue; (3) Providing additional recommendations to the lead agency based on their response to the ICC's initial recommendation; (4) Advising the Director of the Division of Family and Children, the Secretary of the Family and Social Services Administration, and/or the Governor of Indiana of a discrepancy between the ICC's recommendations and administrative actions related to the First Steps Early Intervention System.

B. ICC Executive Committee

The ICC Executive Committee must poll all members of the ICC before offering a formal recommendation to the Administration. A majority of ICC members must support all recommendations originating from the ICC Executive Committee.

C. Standing Committees

Recommendations made within the ICC Standing Committees are considered draft until reviewed and approved by the ICC. Upon ICC approval, Committee recommendations follow the same path as other ICC recommendations. Standing committees make recommendations to the full ICC for consideration. When drafting recommendations, committees should utilize the expertise of the Family and Social Services Administration staff to ensure that recommendations comply with state and federal statute.

One recommendation per topic shall be submitted to the ICC for consideration at the quarterly ICC meeting. Recommendations should be action items which the ICC can forward to the Family and Social Services Administration for consideration and should include all issues relevant to the topic. If the ICC determines that the recommendation, in whole or in part, does not meet these criteria, it may 1) decline to vote on the recommendation altogether or 2) make amendments to the recommendation and vote on the modified version. Upon ICC approval, committee recommendations follow the same path as other ICC recommendations to advise and assist the state agency.

D. Task Forces and Work Groups

Recommendations made within a Task Force or Work Group are treated the same way as a recommendation from a Standing Committee.

I. Amendments to Standard Operating Procedures

ICC standard operating procedures may be amended, repealed, or restructured during any regular or special ICC meeting by a majority vote of the members present providing that a written notice of proposed amendments has been distributed to all ICC members ten (10) days prior to the meeting. The standard operating procedures must remain consistent with applicable state and federal laws and regulations.

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SELECTION PROCESS FOR ICC STAFF SUPPORT

POLICY AND PROCEDURE

The Executive committee of the ICC is responsible for selecting the ICC staff support provider as outlined in the Standard Operating Procedures and in accordance with this policy. Selection of ICC staff support is coordinated by the ICC Chair.

The process for staff selection begins when the ICC either receives or initiates proper notification of the expiration or termination of the staff support subcontract. The Executive Committee reviews the most current description of job duties, responsibilities and requirements and makes any necessary updates. The committee also reviews the budget allocation for personnel costs and determines the budget for a new contract.

The Executive Committee determines a specific timetable for advertising the position, accepting applications, conducting interview and notifying candidates based upon the timeline for contract termination or expiration. The ICC places an advertisement in the Sunday classified section of the Indianapolis Star/News in order to make this position open to the public. An announcement of vacancy is developed and forwarded to all System Points of Entry, Local Planning and Coordinating Councils, and the Unified Training System collaborating entities. A minimum deadline of two weeks is given for submission of proposals from interested individuals or entities.

Executive Committee reviews proposal received by the established deadline and determines the number of candidates to be interviewed. If the committee determines that the proposal received are insufficient in quantity or quality, the announcement process may be repeated with new deadlines at the discretion of the committee. Reopening the proposal process requires a majority vote of the Executive Committee.

The ICC Chair or his/her designee schedules interviews with the selected candidates. Interviews are conducted with the full Executive Committee, with other ICC members included at the discretion of the Executive Committee. Staff is selected through a majority vote of the Executive committee. The ICC Chair is responsible for notifying all interview candidates of the ultimate outcome of his/her proposal.

Upon acceptance of the staff support position, the provider enters into a contract for services with the ICC or its designated fiscal agent. The Executive Committee monitors the effectiveness of staff support in achieving the outcomes of the contract. If the Executive Committee determines by majority vote that the provider is not achieving the outcomes satisfactorily, the contract shall be terminated in accordance with its terms.

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Travel Reimbursement for ICC

Policies and Procedures

The ICC will support travel on behalf of ICC members, ICC committee members and ICC task force/work group members to attend their respective meetings. This support will include mileage to and from the member's office/residence (mileage will be calculated by odometer reading), parking charges, child care expenses, and a daily stipend for members who are not being otherwise compensated for their time or by members who must forfeit wages or a benefit from other employment when absent from the other employment due to the performance of council business. The stipend is \$50.00 when combined meeting and travel time are greater than four hours. The stipend is \$25.00 when combined meeting and travel time is four hours or less. Members will be required to complete and submit the ICC Claims Reimbursement Form as well as submit receipts for parking.

Same day travel - no meal expenses will be reimbursed for less than 7.5 hours of travel. Lunch is never reimbursed for same day travel. Breakfast and/or dinner may be reimbursed if the traveler's time combined with time in travel is at least 12 hours in one day.

The ICC will also support approved travel by ICC members, ICC committee members and ICC task force/work group members to attend conferences and workshops on behalf of the ICC. This support will include mileage to and from the conference/meeting or mileage to and from the airport, registration costs, hotel accommodations (when required), airfare (when required), parking charges, meals (the federal per diem rates will apply), the costs of taxis and/or transfers to and from the meeting location, and a daily stipend (pursuant to restrictions/qualifications outlined in paragraph one above). Please note that parking at the airport will include only long term lots, not garages. Meal per diem will be appropriately adjusted if meals are included as part of the conference program.

Whenever possible, ICC staff will purchase and/or prepay as many costs as possible. Other costs will be incurred by the member and, with proper receipt submission, reimbursed by the ICC. ICC members/committee members will be required to retain receipts for all prepaid/purchased items as well as costs they incur while traveling on behalf of the ICC. The per diem, daily stipend and mileage are the only reimbursements that can be made without a receipt on file. Members will, with assistance from ICC support staff, complete and submit an ICC Claims Reimbursement form. A copy of the meeting agenda should be submitted with the claim form.

Members should retain for their own records, copies of all receipts submitted to the ICC.

NOTE: The ICC will pay hotel accommodation costs, which include the room rate and all taxes included with that rate. Additional costs, such as those incurred for movies, telephone calls, minibar charges, and alcoholic beverages are the responsibility of the member and will not be reimbursed. Members will be required by hotels to submit a credit card for incidental charges. Hotel receipts must be submitted to ICC staff for the files.