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Early Childhood Coordinating Council

Regional Early Childhood Committees



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Early Childhood Coordinating Council

## VISION:

All Idaho's children grow up healthy, safe and nurtured by their families, with quality learning opportunities, and are able to reach their fullest potential supported by inclusive community services.



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Early Childhood Coordinating Council

## **MISSION:**

**Provide leadership and education, and coordinate resources for Idaho's young children and their families.**



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## Early Childhood Coordinating Council

### TEN SHARED GOALS

1. Families of young children have a regular health care provider that oversees their health care and refers them to other services and resources as needed (medical home).
2. All children receive appropriate health-related services for optimal health and development.
3. Families of young children have access to social and emotional screening, and when needed, assessment and age-appropriate follow-up care.
4. Young children have access to high quality child care, when needed.
5. Young children access early learning opportunities to support school readiness and their optimal development.
6. Families and caregivers of young children have access to information, resources and support to help them raise healthy, strong children.
7. Parents and caregivers meet the basic needs of children.
8. Families, communities, businesses and the state work together to establish strategies and procedures that support families of young children.
9. Assure linkages and coordination among providers and programs that serve families of young children.
10. Establish and use outcomes and indicators to assess and monitor changes in the health and well-being of families of young children.

## **BYLAWS**

For the

### **GOVERNOR'S EARLY CHILDHOOD COORDINATING COUNCIL**

**November 2006**

Update May 2007

#### **ARTICLE I - LEGAL AUTHORITY AND SCOPE**

Statutory authority for creation and organization of an interagency coordinating council for early intervention services and these bylaws is granted pursuant to Individuals With Disabilities Education Act (IDEA), Part C; Idaho Code, Title 16, Chapter 1, Section 106; and Executive Order No. 2006-12.

#### **ARTICLE II - TITLE AND SCOPE**

Council proceedings, activities, and organization are governed by these bylaws and by the Council's own policies and procedures which shall be referred to generally as the Bylaws and as Council Policy, respectively, for the Governor's Early Childhood Coordinating Council.

#### **ARTICLE III - PURPOSE**

The Council shall assist the IDEA, Part C lead agency, the Department of Health and Welfare, and all other appropriate agencies in ensuring the joint development and maintenance of a sustainable statewide system of coordinated, comprehensive, multidisciplinary, interagency programs and partnerships providing prevention, promotion, identification and early intervention services to all infants, toddlers, and young children and their families, including those with disabilities. The Council may advise and assist the IDEA, Part C lead agency, the State educational agency, and other agencies engaged in planning, arranging, or providing appropriate services for children from birth through age 8; the Council may advise appropriate agencies in the State with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, regardless of whether at-risk infants and toddlers are eligible for early intervention services in the State; the Council shall report annually to the governor, legislature and IDEA, Part C lead agency on the status of early childhood efforts in prevention, promotion, identification and early intervention services with recommendations; the Council shall assist in public awareness programs, assist in identifying needs for service statewide, and all other specific duties outlined in Individuals With Disabilities Education Act (IDEA), Part C; Idaho Code, Title 16, Chapter 1, Section 106 and Executive Order No. 2006-12.

## ARTICLE IV - MEMBERSHIP AND COMPOSITION

The following requirements shall be met pursuant to Individuals With Disabilities Education Act (IDEA), Part C; Idaho Code, Title 16, Chapter 1, Section 106 and Executive Order No. 2006-12.:

### Section 1 - Size

The Council shall be composed of members with consideration given to the geographic areas of the state and specifications for representation defined in Idaho Code, Title 16, Chapter 1, Executive Order No.2006-12 and Federal Statute.

### Section 2 - Appointment and Term

Members shall be appointed by the Governor and shall serve for a term of three years. Members may be appointed for additional terms with a recommendation by the Council at the discretion of the Governor. If, for any reason, the appointments are not made in time for adequate notice before the first meeting of the year, outgoing members may serve as voting members and officers may continue service at this meeting.

### Section 3 - Composition

Council membership shall be composed of those individuals specified in Individuals With Disabilities Education Act (IDEA), Part C; Idaho Code, Title 16, Chapter 1, Section 106 and Executive Order No. 2006-12. Membership shall consist of at least:

- A. the individuals necessary to meet federal requirements for IDEA, Part C and integration of Council membership representing geographical, cultural, political, professional and family diversity including but not limited to:
  - i. Parents of young children to include at least 20% (Council membership of parents of young children with developmental delays or disabilities);
  - ii. At least two (2) public or private providers of early intervention services;
  - iii. At least three (3) professionals who provide early care and learning services like preschool, elementary school, parent education, childcare, or after-school care;
  - iv. At least one (1) member of the state legislature;
  - v. At least one (1) person involved in personnel preparation (higher education);
  - vi. The superintendent of public instruction, or designee;
  - vii. A physician or health care professional skilled in early intervention;
  - viii. A representative from early childhood professional organizations;
  - ix. A representative of the State Medicaid agency;

- x. A representative of the State child welfare agency responsible for foster care;
  - xi. A representative of the State agency responsible for children's mental health;
  - xii. A representative of the State agency responsible for maternal and child health;
  - xiii. A representative of the state governance of insurance;
  - xiv. A representative of the office of the Coordinator of Education of the Homeless;
  - xv. A representative of the Idaho Migrant Council or Migrant Head Start Program;
  - xvi. A representative of either the Bureau of Indian Affairs, Indian Health Services or an American Indian Head Start program;
  - xvii. A representative of the State agency responsible for child care;
  - xviii. A Head Start Association or program representative;
  - xix. A representative of the Head Start Collaboration office;
  - xx. A representative of the Governor's office;
  - xxi. A representative of the Idaho Infant Toddler Program;
  - xxii. A representative of the seven Regional Early Childhood Coordinating Committees;
  - xxiii. A representative of the center on Disabilities and Human Development;
  - xxiv. One or more representatives from private industry;
  - xxv. A representative of the judicial system; and
  - xxvi. *A state level representative of educators of the deaf or blind.*
- B. Membership must include a minimum of 20% public or private providers of early intervention services.

#### Section 4 - Responsibility

Each member shall perform those duties outlined in Individuals With Disabilities Education Act (IDEA), Part C; Idaho Code, Title 16, Chapter 1, Section 106; and Executive Order No. 2006-12.

#### Section 5 - Vacancies

A vacancy in membership shall be filled by the Governor for the unexpired portion of the vacated term.

#### Section 6 - Removal

Members shall be terminated from Council membership by the Governor for lack of participation or malfeasance in office as outlined in any Council policy and/or State law. Members shall be

terminated who have more than 3 unexcused absences from regular meetings.

## ARTICLE V - MEETINGS

### Section 1 - Frequency

The Council shall meet at least quarterly in each year in accordance with the state fiscal year which begins on July 1.

### Section 2 - Notice

Written or electronic notice of meetings shall be provided to all Council members and shall include time and place of meetings.

### Section 3 - Special Meetings

Special meetings of the Council may be called by the Chair with the approval of the Executive Committee, or upon the request of two thirds of the Council's membership.

### Section 4 - Quorum

Business transactions may be conducted by those present but must include no fewer than 30% membership. Voting by proxy or electronic means shall be considered on a case by case basis and pre-approved by the Executive Committee.

### Section 5 - Procedure

All meetings shall be held in accordance with open meeting laws codified in Section 67-2340 through 67-2347, Idaho Code, and conducted in accordance with Roberts Rules of Order, Revised.

### Section 6 - Minutes

A written record of all Council meetings shall be kept and made available to the full Council within 30 days of the meeting.

## ARTICLE VI - COUNCIL ORGANIZATION

### Section 1 - Council Officers Appointment and Term

The Council officers shall be Co-Chairs. They shall be appointed by the Governor and shall

serve for a term of two years. The appointments will be made with one Co-Chair appointed on each alternate year. The Council officers shall serve for terms of two years and may serve consecutive terms. If, for any reason, the appointments are not made in time for adequate notice before the first meeting of the year, outgoing Co-Chairs may serve as voting members and officers at this meeting. There shall be a preference that at least one parent be identified as a nominee to be recommended for this leadership position.

#### Section 2 - Duties of the Officers

The Co-Chairs shall serve as Chief Executive Officers of the Council, call and preside over all Council meetings, appoint membership of all Council committees, represent the Council in all coordinating activities, give leadership in general policy making, and carry out directions of the full Council.

#### Section 3 - Vacancies

Any vacancy in office shall be filled for the unexpired portion of the term in accordance with

### **ARTICLE VII - COMMITTEES**

The Council shall establish standing committees for the conduct of business and may establish special committees as deemed necessary to carry out the function of the Council.

#### Section 1 - Standing Committees

The standing committees shall include Executive, Membership, Public Awareness, Finance and Resources and Public Policy. All standing committees and their chairs shall be appointed by the Council Chair from Council membership at the beginning of each year for a term of one year. Non-Council members may be appointed by the Council Co-Chairs to serve on standing committees at the request of the respective committee chairs.

#### Section 2 - Committee Meetings

Any of the committees may meet in person or conduct their business by telephone conference call, or other electronic means following adequate notice of the time and details of the meeting.

#### Section 3 - Executive Committee

The Executive Committee shall be composed of the Co-Chairs of the Council, chairs of each respective standing committee, and shall include at least one parent member of the council.

The Executive Committee shall be responsible for the fiscal, administrative, and coordinating functions of the Council including budget review, policy recommendations, annual plan review and status reporting, and coordination of all committee activities.

#### Section 4 - Membership Committee

The Membership Committee shall be responsible for the recruitment, retention and training of Council membership and leadership. They will also make recommendation for termination to the Governor when necessary.

#### Section 5 - Policy

The Policy Committee shall be responsible for all Council activities related to the promulgation of rules and regulations, public comment, local, state and federal legislation and the specific duties of coordination and communication with the Part C lead agency and Office of the Governor.

#### Section 6 - Public Awareness

The Public Awareness Committee shall be responsible for all Council activities related to outreach and the strategic communication plan, public awareness, and periodic reports as required by statute.

#### Section 7 - Finance and Resource

The Finance and Resource Committee shall be responsible for identifying and sharing information about resources. The Committee will assist with preparation of the ECCC annual budget and it will review RECC budgets. The Committee will forward the budget with comments, to the Council and Council staff. This Committee will also participate in the generation of funds and other resource development.

### **ARTICLE VIII - COMPENSATION**

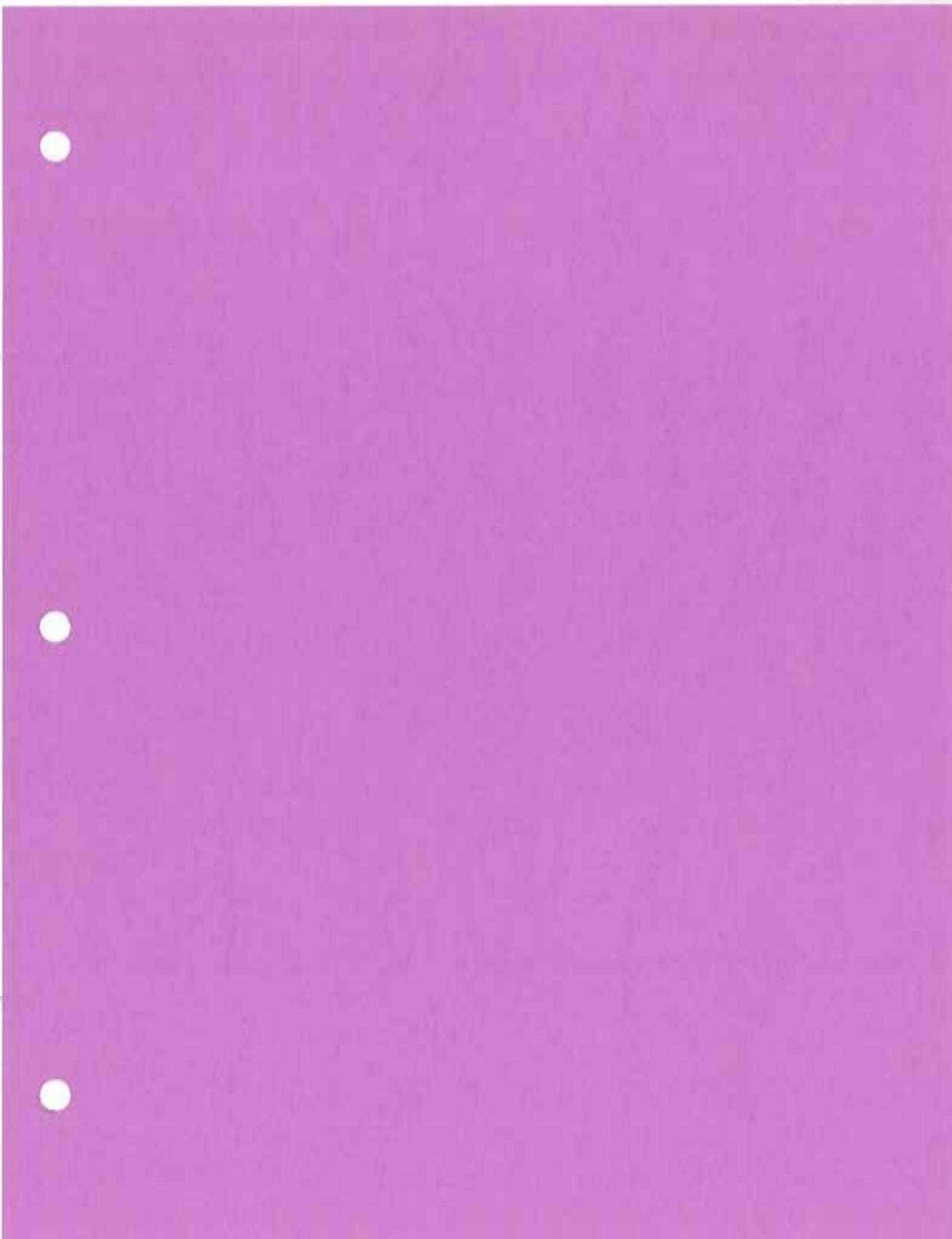
Members of the Council shall serve with no salary or benefits but will receive reimbursement for travel and authorized expenses consistent with State law and Council policy including child care reimbursement for parent representatives.

### **ARTICLE IX - AMENDMENTS**

Any modification of these bylaws shall be reviewed by the Executive Committee and presented to the full Council within a reasonable time prior to a meeting in which action on the bylaws shall be taken. All amendments must be approved by at least two-thirds of the current Council membership.

### **ARTICLE X - SEVERABILITY**

These bylaws are severable and, if any bylaw or part thereof or the application of such bylaw to any member or circumstance is declared invalid, then it does not affect the validity of the rest of the bylaws.



## Policies

<b>SECTION I</b>	<b>NOMINATIONS FOR COUNCIL</b>
<b>Council</b>	<b>MEMBERSHIP AND CHAIRPERSON</b>
<b>Early Childhood Coordinating Council</b>	<b>May 9, 2007</b>

### **Purpose:**

As established in Article VII, Section 1 and 3 of the approved Bylaws of the Idaho Early Childhood Coordinating Council, a Membership Committee shall be elected by the Council in order to assume the continuity of Council leadership and the quality of Council decision-making through the systematic recruitment, retention and support of Council full membership.

### **Composition:**

The chair will be appointed by the Chair/Co-Chair of the council.

Membership will be based on interest and volunteerism.

### **Duties:**

The membership Committee shall be responsible for the following activities on behalf of the Early Childhood Coordinating Council:

1. Council Members Recruitment and Retention: To develop and maintain systematic procedures for the recruitment of qualified individuals for nomination to Council membership for submission to the Governor on a regular basis in accordance with guidelines established in federal law, Idaho code, and Council policies.
  - a. The Membership Committee will recruit and receive nominations for Council Membership at any time by submission of the nominee biographical/consent form. All nominations received by the Committee throughout the year shall be presented to the full Council at the meeting immediately following receipt of the nominations for comment. All nominations affirmed by the Council shall be placed on file in the Council office for a period of one year for subsequent submission to the Governor when vacancies occur.
  - b. Any objections to a nomination for Council membership must be presented in written form to the Membership Committee within seven days following the presentation of the name to the Council. Any objections to a nomination should be based only on the nominee's inability to perform the duties of Council membership or documented malfeasance. Consideration of the written objection will be completed by the Membership Committee, in consultation with Program Staff, within seven days of the receipt of the written objection. The nomination will then be accepted or rejected based on the stated criteria for membership. The Committee Chair will notify the individual filing the objection of the outcome, and all objections will be kept confidential.
  - c. Any letters of support for a nominee for Council membership must be presented in written form to the membership committee within seven days following the presentation of the name to the Council. Letters of support for a nomination should be based on the nominee's ability to perform the duties of Council membership. The letters of support will be attached to "Nominee Biographical/Consent Form" when forwarded to Governor.
  - d. When vacancies occur in Council membership, Program staff will inform the Governor's office of the vacancy and will submit a listing of nominees taking into account geographic distribution and area of representation as defined in state and federal code. Parent representatives should, when possible, represent a cross-section of children with disabilities and their respective age groups.

## Policies

- e. In April of each year, the Membership committee shall contact all Council members whose terms expire in June to determine their intentions regarding appointment. All members wishing to be reappointed should submit written consent for reappointment at least 45 days prior to the expiration of the current term and the list of Council members seeking reappointment will be forwarded to the Governor's office by Council staff.
    - f. The Membership committee may submit nominations from specific groups which represent the defined categories of membership or from the state-at-large in order to maintain a balanced membership.
  2. Council Member Orientation and Training: To develop and maintain systematic procedures for the provision of new-member orientation on a regular basis in order to provide those individuals with information required to assume the tasks and responsibilities of Council membership. In addition, the Membership Committee may facilitate the provision of Council training on organizational and administrative issues as deemed necessary by the Executive Committee for the effective functioning of the Council on an ongoing basis.
    - a. The Membership Committee shall work with Program staff to prepare and maintain an orientation manual for all new members which includes, at a minimum, Council Bylaws, Policies and Procedures, Meeting Minutes of the past year, Committee roster, and pertinent state and federal legislation. This manual shall be provided to all new Council members immediately following appointments to the Council.
    - b. Program staff shall present a formal orientation session for new Council members in conjunction with the regular quarterly meeting following the reorganization of the Council each year. Informal orientation can be provided by Program staff on an as-needed basis throughout the year.
    - c. The Membership Committee shall facilitate the planning and implementation of any training for council members as requested by the Executive Committee which supports the full and active participation of all council members.
    - d. The Membership Committee shall at least annually poll Council members to obtain input and recommendations regarding membership issues; the outcome of this internal evaluation shall be presented to the Executive Committee for consideration and possible action.
  3. Nomination of the Council Chair: To develop and maintain systematic procedures for the selection of prospective nominee(s) for the position of Council Chair for subsequent submission to the Governor on an annual basis.
    - a. At the second quarter meeting of each calendar year (i.e., spring meeting) the chair of the Membership Committee will announce the acceptance of nominations for the position of Council Chair from among Council members for a period of 30 days following the meeting.
    - b. Council nominees shall serve for a term of three years and Council Chair shall be eligible for appointment for two consecutive terms as Chair.
    - c. Council members may nominate themselves or any other Council member with his or her prior consent. All nominations shall be in writing and should include a brief vita of the nominee. All nominations shall be confidential.

## Policies

- d. Prior to June 1, the Membership Committee shall meet with council staff to review the list of nominations and prepare a recommendation for submission to the Governor no later than June 1. The appointment of the Council Chair rests with the Governor.
4. Election of Council Offices: To develop and maintain systematic procedures for the election of the Council Vice-Chair.
  - a. Immediately following the appointment of the Council chair, the Membership Committee shall solicit nominations for Council Vice-Chair from council Membership. The Committee shall assure that there are nominations for the vacant positions and shall prepare a ballot for election.
5. Removal of a Council Member(s): To develop and maintain systematic procedures for the removal of Council member(s) for lack of participation and/or malfeasance.
  - a. Any Council member may formally request the removal of another Council member by filing a formal letter of objection with the Membership Committee. This letter of objection must include the specific reasons for the recommendations and any supporting documentation.
  - b. After receiving a request for removal of a Council member, the Membership committee shall meet to consider the request within ten days of receipt of the letter of objection. If the Committee determines that there is just cause to recommend removal based on above stated criteria, the Committee shall inform that individual member of the formal objection in writing and allow ten days for response.
  - c. If no response is received from the member in question, the Membership committee shall inform the Council Chair and Lead Agency director of the objections. With consensus of the Chair and the Lead Agency director, the Membership Committee shall inform the Governor's office of the recommendation for removal.
  - d. If a formal response is received from the member in question, the Membership committee shall provide all written documentation to the Council chair and Lead Agency Director for recommendation for formal action. Removal from council membership rests with the Governor.

## Policies

<b>SECTION I</b> <b>Council</b>	<b>COUNCIL ACTIVITY REQUIREMENT</b>
<b>Early Childhood Coordinating Council</b>	<b>May 9, 2007</b>

### **Mission Statement:**

Our mission is to provide leadership, advocacy and education to coordinate comprehensive service delivery for the maximum benefit of infant and toddlers and their families. Support family centered partnerships that guide early intervention and prevention activities in natural setting.

### **Purpose:**

To advise and assist the lead agency in the performance of the responsibilities to early intervention services, particularly the identification of the sources of fiscal and other support for services for early intervention programs, assignment of fiscal responsibility to the appropriate agency, and the promotion of the interagency agreements;

To advise and assist the lead agency in the preparation of applications and amendments thereto; and

To prepare and submit an annual report to the Governor and to the Secretary of Education on the status of early intervention programs for infants and toddlers and their families operated within the state.

### **Procedures:**

The Council shall be composed of at least:

1. 20% parents, including at least one minority parent, of young children with disabilities;
2. 20% or private providers of early intervention services;
3. one (1) member from the state legislature;
4. one (1) person from higher education involved in personnel preparation;
5. the superintendent of public instruction, or designee;
6. a representative of the executive council of the lead agency;
7. a physician or representative skilled in early intervention;
8. a representative of the council on developmental disabilities;
9. a representative of the State governance of insurance;
10. a representative from the state office on Maternal and Child Health;
11. a representative from the state office on Medicaid;
12. a representative from the state office on Child Care;
13. a representative from the state office on Child Welfare;
14. a representative from the state office on Children's Mental Health;
15. a representative from the state office on Foster Care;

## Policies

16. representatives from all state agencies providing early intervention services;
17. other representatives whose membership may be beneficial to the activities of the Council, such as health representatives, UAP programs;
18. a representative from the Head Start State Collaboration Office;
19. a representative from the Head Start Programs;
20. a representative from the Migrant Council; and
21. a representative from a tribal organization.

## Meetings

Meetings shall be held at least quarterly and in such places as the Council deems necessary.

The meetings shall be publicly announced, e.g., agendas or announcement mailings will include, at a minimum, Council members, regional coordinators, Regional Directors, Regional Developmental Disabilities Program Managers, RITC Committee chairpersons, State Department of Education, Special Education section, Bureau of Indian Affairs, Part C Program Manager, Idaho Council on Developmental Disabilities, Idaho Parent Education Resource Center. Meeting announcements shall be mailed at least two weeks prior to regularly scheduled meeting.

Meetings shall be open and accessible to the public. Interpreters for the deaf are provided as necessary.

## Functions

The primary function of the Council:

1. advises and assists the lead agency to develop and implement policies that constitute the statewide early intervention system;
2. assists the lead agency in achieving full participation, coordination and cooperation of all appropriate public agencies;
3. assists the lead agency in implementation of the statewide early intervention system by establishing a process that includes:
  - a. seeking information from service providers, service coordinators, parents, and others about any federal, state or local policies that assures service delivery; and
  - b. taking steps to ensure that policy problems identified above are resolved;
4. assists the lead agency, according to the Idaho State Plan and Interagency Agreements in the resolution of disputes;
5. identifies sources of services and funding;
6. identifies funding responsibilities of appropriate agencies;
7. drafts and promotes interagency agreements;
8. advises and assists the lead agency in the preparation of applications and amendments to the applications;
9. prepares an annual report to the Governor and to the U.S. Secretary on the status of early intervention service programs operated in the state which includes program data and information required by the Secretary for the reporting year; and

## Policies

10. assures equitable distribution of resources based on critical variables which may include birth rate (census) child count, program needs and unmet needs.
11. The Council shall review and approve an annual data collection report submitted by program staff.
12. The Council is to demonstrate that public participation requirements have been met including:
  - a. Maintaining a summary of public comments;
  - b. Monitoring the Department's response to the comments; and
  - c. Recording copies of news releases and advertisements used to provide notice of public hearings.

### **Major Tasks:**

The Council has the responsibility to:

1. Develop a climate which encourages active participation and attendance.
2. Understand and develop working relationship with lead agency.
3. Develop an adequate structure for group to function and communicate with relevant decision-makers and other groups.
4. Delineate and understand rules and responsibilities.
5. Understand and accept level of group authority by membership and agency decision makers.
6. Determine decision-making process within group.
7. Maintain a mission statement and comprehensive plan for the service system.
8. Assist in the conceptualization of the service system.
9. Identify potential conflicts.
10. Determine focus of work and work plan.
11. Develop appropriate work groups and system of communication among work groups.
12. Obtain approval of plans for service system.
13. Obtain public support for mission and plans.
14. Coordinate with other relevant groups.
15. Set training priorities.
16. Engage in policy analysis and recommend policy to the lead agency.

### **Role and Function of Members**

1. Attend meetings regularly typically defined as no more than 2 consecutive unexplained absences.

## Policies

2. Participate on a Standing Committee.
3. Remain informed of and provide meaningful input on state and local issues.
4. Serve as liaison to Regional Early childhood Committees and other community organizations.

<b>SECTION I</b> <b>Council</b>	<b>CONFLICT OF INTEREST</b>
<b>Early Childhood Coordinating Council</b>	<b>May 9, 2007</b>

### **Purpose:**

Members of the Early Childhood Coordinating Council are appointed by the Governor and, as members of the Council, serve in an official capacity on behalf of the State of Idaho. However, Council members are appointed because of their experience and expertise in related areas, gained from participation in enterprises that may directly or indirectly conduct business with the Council. To the extent applicable, members of the Council are subject to State executive orders, laws and policies and federal regulations regarding codes of ethical conduct by those in public service. The purposes of this policy are to (1) ensure that Council members understand and abide by appropriate ethical standards in the absence of applicable orders, laws, policies and regulations, and (2) strengthen the faith and confidence of the people of Idaho in the integrity of the Council.

Council members must exhibit sound judgment, integrity and common sense in performing official duties as members of the Council. This policy is applicable when there is or might be a conflict of interest between a Council member's public duties and private interests. It is a paramount concern that Council members not engage in conduct which might improperly influence or adversely affect the performance of their official duties.

Nothing in this policy is intended to prevent council members from approving participation by their employees in bonafide training or educational programs provided by public or private entities.

### **Standards and Procedures**

1. Council members shall not use their public office for private gain. A Council member may not enter into contracts or otherwise do business with the Council where the Council member has a private interest in the contract or other business.
2. A real or potential conflict of interest exists whenever a Council member that participates in the preparation, review, evaluation or award of a contract or recommendation of a budget allocation may experience a personal financial gain if the contract is awarded to a specific contract applicant. A Council member must avoid participating in Council business where the Council member has a conflict of interest or there is an appearance of a conflict of interest. Accordingly, no Council member may cast a vote or participate in Council discussions on any matter which might provide a direct financial benefit to the member. As soon as it is apparent a real or potential conflict of interest exists, a Council member must withdraw from the Council business and request that the member's withdrawal be duly noted in the Council records.
3. Council members may sit on Regional Early Childhood Coordinating Committees as liaison to facilitate communication with the Council, but Council members should not be voting members of Regional Early Childhood Coordinating Committees.
4. All instances where a conflict of interest for a Council member occurs or may occur should be reported to the Council chairperson upon identification.

## Policies

5. If any council member violates the provisions of this policy, the matter will be referred to the Council chairperson and the Executive Committee for disciplinary action, if appropriate, which may include removal from the Council and criminal prosecution.

### Official Regulations

1. Education Department General Administrative Rules (EDGAR), Section 75.524 – 75.525
2. Individual with Disabilities Education Act. (IDEA)
3. Department of Health and Welfare Contract Manual.
4. Board Member Data Sheet, Official Conduct statement. See below.

Important Note: Official conduct. It is each Council member's responsibility to familiarize himself with applicable statutes and regulations governing official conduct generally and the duties and responsibilities of your particular office. It is unlawful to use public office for private gain and to enter into contracts or otherwise to do business in an individual capacity with a state agency you govern or work in. Some restrictions also apply to doing business with state agencies other than your own. You must avoid actual conflicts of interest in carrying out your official duties, and should also avoid creating even an appearance of such a conflict. If you have any questions in this regard, please contact your agency personnel or the Office of the Governor.

<b>SECTION I Council</b>	<b>PUBLIC POLICY ( Includes legislation and regulation )</b>
<b>Early Childhood Coordinating Council</b>	<b>May 9, 2007</b>

**Purpose:**

Idaho code Title 16, Chapter I, establishes an Idaho Early Childhood Coordinating Council and charges the members with the responsibility "To assist the lead agency and all other appropriate agencies in ensuring the joint development and maintenance of a statewide system of coordinated, comprehensive, multi disciplinary, interagency programs providing early intervention services to all infants and toddlers with disabilities and their families."

Regional Early Childhood Committees (RECC) have the responsibilities to advise and assist the Council on regional issues or concerns; and to assist the lead agency and other appropriate agencies in the implementation of the early intervention systems locally as stipulated in rules and regulations. (Roles and Responsibilities of Regional Early Childhood committees).

The purpose of the Public Policy Committee is to comment on and advocate for those issues approved by the Early Childhood Council, and to report back to the Council (ECCC Bylaws). The Public Policy committee shall be responsible for all Council activities related to the promulgation of rules and regulations, fiscal resources, public comment, and periodic reports as required by statute.

Therefore, it is the policy of the Early Childhood Council to provide leadership and support to assure successful implementation of IDEA, Part C. For this ambitious system development effort to succeed it is essential that service providers, parents, legislators and advocates work together to mold a program that meets the goals believed to be important by the people at the community level.

**Procedures:**

The Committee will provide education and awareness of issues relating to planning and implementing programs for infants and toddlers with disabilities so that Idaho will have services in place for all those children who meet the state definition for eligibility.

The Council intends to accomplish these goals and objectives through a process of advocacy, planning and coordination of various local, regional, and state services. This process shall include:

1. Creation of an awareness among policy makers and others of the need for a statewide system of coordinated, comprehensive, multi disciplinary, inter-agency community-based programs providing appropriate early intervention services to all eligible infants and toddlers and their families which shall include the minimum components required in Federal code.
  - a. Prior to legislative or regulatory activities, the committee will make available to providers, parents, legislators and advocates, information and materials on research, efficacy, and facts about early intervention.
  - b. Each year, the committee will confer with policy-makers to provide update information relating to policy development affecting services to infants and toddlers with disabilities.

## Policies

- c. Professionals, parents, legislators and advocates will be provided accurate policy information to promote their involvement and input into policy development.
- d. An action plan will be developed and shall be reviewed annually (Comprehensive Plan). Plan development will be coordinated with other relevant groups and committees.
2. The committee will create a continued and increased awareness of the need for state policies and mandates that relate to the provision of a free, appropriate, public education to children with disabilities from birth through age two, by:
  - a. promoting information and action that will concentrate on adequate funding appropriations for any new or expanded policy;
  - b. making technical assistance available to policy makers who draft legislation or regulations relating to infant-toddler services;
  - c. providing information and support to potential advocates to enhance their involvement (e.g., how to write a news article, letters to policy makers, testimony for hearings, etc.); and
  - d. preparing comments on actions taken by legislative and other state policy maker's activity (respite care, etc.) which fall into the parameters of the Council Mission Statement and approved by Council.
3. The committee will continue networking functions among groups and organizations to enhance their support for involvement in Federal code.
  - a. Communication will be initiated with other organizations whose activities involve the welfare of young children will be conducted and their support will be requested.
  - b. Other organizations (PTA, Nurses, Parent groups, etc.) will be encouraged to include support for the implementation of IDEA, Part C on their legislative platforms. These activities must be timely enough to be included in the council actions.

(Need to develop a standing committee section including executive committee.)

<b>SECTION I Council</b>	<b>TRAVEL POLICIES FOR COUNCIL MEMBERS</b>
<b>Early Childhood Coordinating Council</b>	<b>May 9, 2007</b>

**Purpose:**

To provide funding and support for Council activities necessary to carry out the roles and responsibilities in advising and assisting the lead agency in providing early intervention services.

**Procedure:**

All travel expenses will be limited to amount of approved budget and monitored by the Executive Committee of the Council. (Budget revisions will follow the regular process and have approval of the Department.)

1. Travel for Council meetings.
  - a. Please review the official State policy so you become familiar with what is reimbursed and what receipts are needed.
  - b. Request from Program Secretary:  
Travel Expense Voucher can be used in conjunction with the monthly travel Record
  - c. Reimbursement rates shall be according to State established rates, or actual cost for those services where no rate is established.
  - d. Mode of transportation shall be reimbursed at a rate most economically feasible and payment shall be arranged by Program staff. Consideration shall be given to convenience for members.

Rental of automobiles by Council members for travel must be pre-authorized by the Department of Health and Welfare Program manager.

- e. Council members shall stay in designated lodging facilities for Council activities; council members may arrange their own accommodations. Staff shall identify and reserve accommodations necessary for any Council function. Reimbursement will be at rate arranged. When possible arrangements for direct bills to the Program area to be made to minimize out-of-pocket expenses to Council members.
  - g. For Parent Council members with children who need child care during meetings pertaining to Council business, reimbursement shall be at the State approved current minimum wage rate/daily rate.
2. Travel requests for out-of-state conferences and meetings.

Funds shall be used only for conferences directly related to information for serving infants and toddlers eligible for early intervention and their families.

3. Conference selection

## Policies

- a. Priority selection for conferences and meetings shall be for those that are sponsored or co-sponsored by IDEA, Part C.
  - b. Second priority shall be for conferences with substantial information relating to IDEA Part C.
4. Participant selection
- a. Priority shall be approval for persons specifically invited to participate as a presenter in conferences and meetings and meetings directly related to Council issues, and gather information IDEA Part C and to persons invited to give presentations at national or regional conferences relating to early intervention.
  - b. Second priority shall be parents (if not included above) and/or Council members whose participation would result in enhanced expertise and information to the State.
5. Selection
- a. Selection for authorization shall be reviewed and forwarded to the Department for approval with the assurance that project funds are available for said requests.
  - b. Procedures in A. shall apply to part B.
  - c. Participant will provide a report to the Council when it is a meeting and training to professional groups when it is a conference.
  - d. Funds must be requested by Council members at least one month prior to the conference or meeting date, whenever possible.
  - e. Assistance may be denied if the Program Manager or Executive Committee determines the need to retain funds from one of the above priority areas.
  - f. Denial of travel by the Program Manager may be appealed to the Executive Committee. Upon denial the Program Manager will offer to call for Executive Committee decision if applicant desires.

Denial of travel by the Department which overrides Executive Committees recommendation may be appealed to the Governor's Office.

6. Reimbursement
- a. All reimbursement requests or refunds must be submitted to program staff no later than 30 days after the meeting or conference.

<b>SECTION I</b> <b>Parents and Professionals</b>	<b>SPONSORSHIP OF WORKSHOPS AND</b> <b>CONFERENCES</b>
<b>Early Childhood Coordinating Council</b>	<b>May 9, 2007</b>

**Purpose:**

To support conferences, workshops, or speakers which provide continuing education to direct providers' early intervention services and health care providers.

**Procedures:**

1. Funding:

The Council may, at the beginning of each year, establish a budget for sponsorship of workshops and conferences.

2. Application:

- a. The request must be in writing and include the following information:  
the goals and objectives of the conference;  
the location and the geographic representation of targeted participants;  
a description of targeted participants;  
a listing of conference sponsors and qualifications; and a description of the expected benefit to families and children covered by Part C.
- b. The request must be received and approved by project staff at least thirty (30) days prior to the conference. If the sum requested is greater than \$500, approval must be gained by the Council Executive committee 90 days prior to the conference, workshop, or presentation. If the request is not received in a timely manner it cannot be approved.
- c. Infant and Toddler Council co-sponsorship or support is indicated on conference outreach materials.
- d. A summary of outcome and future plans is provided to the Council at the conclusion of the conference.

3. Criteria:

Preference will be given to:

Those whose participants are significantly involved directly or indirectly with early intervention services and programs for birth to three-year-olds;  
those who address participants from a geographic area that is underserved with information;  
those whose participants represent a broad distribution across the state; and those who demonstrate past success in conducting successful conferences.

<b>SECTION II</b> <b>Parents and Professionals</b>	<b>HONORARIUM AND EXPENSES</b> <b>FOR PARENT PARTICIPANTS</b>
<b>Early Childhood Coordinating Council</b>	<b>May 9, 2007</b>

**Purpose:**

Expenses to support parent participation in Council approved Early Childhood activities to the fullest extent possible.

**Procedure:**

Expenses are routinely covered for council participation to parents of children with special needs for their participation on the Council, task forces and committees that relate to the Early Childhood activities or honorarium for presentation at conferences and workshops may be available with prior Executive Committee approval.

1. Approval

- a. Honoraria and expenses are to be requested by the parent prior to his/her involvement.
- b. To receive an honorarium for presentation of other activities outside regular meeting attendance serving on the Council or on task forces the Council parent representative must show loss of wages or other benefits routinely provided by employer, by submitting a letter from the employer or evidence of other suitable documentation.
- c. Costs for participation must be preauthorized by Early Childhood Program Manager prior to the parent's involvement.
- d. Written approval will be cleared through the Executive committee and forwarded by Early Childhood Program staff with a written agreement/contract to the parent.

2. Amount

- a. Expenses shall be authorized by the program staff and approved at the State rate.
- b. Child care will be reimbursed at a rate not to exceed the State current minimum wage rate. A receipt is required.
- c. Honoraria for parents of children with developmental delays may be at the rates currently in existence.
  - An Honorarium may only be available for parents conducting a workshop or presentations related to early intervention and family issues.
  - Honoraria for parents serving on the Council or Council task forces is \$6 for one hour, \$25 for one-half day and \$50 for a full day.

<b>SECTION II</b> <b>Parents and Professionals</b>	<b>SCHOLARSHIPS FOR</b> <b>PROFESSIONALS AND PARENTS</b> <b>TO ATTEND CONFERENCES</b>
<b>Early Childhood Coordinating Council</b>	<b>May 9, 2007</b>

**Purpose:**

To provide financial support for the personal development of parents, council member and non-program staff who are involved in services to infants and toddlers with special needs and their families.

**Procedures:**

1. Application.
  - a. The request must be in writing and accompanied by a copy of the conference brochure.
  - b. The request must be received and approved by program staff at least fourteen (14) working days prior to the conference or meeting. If not received in a timely manner, it cannot be approved. Out of State travel request must be a least 5 weeks in advance.
  - c. The conference must relate directly to Early Intervention information or training.
    - a. Requests from professionals must be accompanied by supervisor's approval and justification as to why they cannot support the attendance within their funding sources.
    - b. Documentation of attendance shall be provided to Early Childhood Program manager, scholarship will be refunded in full if unable to attend. (Example: copy of registration receipt.)
    - c. Program staff to report scholarships on as needed basis to Council.
2. Criteria for Selection  
Scholarships to recipients will be based on priorities determined by the ECCC. Preference shall include:
  - a. Criteria for parents
    - parents with a child under 36 months of age who has, or is at risk for, a developmental delay.
    - no prior funding received during previous year.
    - significant benefit derived and applied to early intervention services.
    - significant, indirect impact on early intervention services.
    - diverse geographic dispersment.
    - willingness to share and disseminate information.
  - b. Criteria for professionals
    - involvement or potential involvement in early intervention services for infants and toddlers.
    - need for certification, endorsement or standard of care.
    - no prior funding received during previous year.
    - significant benefit derived and applied to early intervention services.
    - significant, indirect impact on early intervention services.
    - diverse geographic dispersement.
    - willingness to assist in dissemination of information.

<b>SECTION III</b> <b>Executive Committee</b>	<b>EXECUTIVE COMMITTEE ROLES</b> <b>AND RESPONSIBILITIES</b>
<b>Early Childhood Coordinating Council</b>	<b>May 9, 2007</b>

**Purpose:**

The Committee's mission is to provide organizational leadership for the Early Childhood Coordinating Council (EC3) in its role related to the provisions of the Individuals with Disabilities Education Act.

Our charge is to evaluate, develop and monitor policies and procedures to address the Early Childhood Coordinating Council's budget, financial considerations in the federal grant application, recommendations on regional and discretionary funds allocations, and to recommend policy and procedures related to the components required of the state for the implementation of early intervention services.

**Membership:**

The Executive Committee consists of the Chair/Co-Chair, the Vice-Chair, and Chairpersons of the Standing Committees: Public Awareness, Policy, Finance and Resources and Membership. One parent will be named to serve on the Committee if a parent is not represented within the other appointments.

**EXECUTIVE COMMITTEE PROCEDURES**

1. Policy Recommendations:
  - a. Executive committee reviews recommendations from the standing committees and forwards recommendations to the full Council.
  - b. Following Council approval, Executive committee submits policy recommendations to the lead agency.
2. Program Operations and/or Budget Revisions:
  - a. The Executive committee will assist the Department in the budget planning for the federal grant application.
  - b. Council will approve or disapprove of the federal application and this position will be returned to the Department within the public comment period.
  - c. The Program staff or the Department will advise the Executive committee of any proposed changes of expenditures constituting a fiscal impact of \$500 or greater which reflect an expenditure outside of a planned budget category.
3. Grant Application:
  - a. Department staff notifies the Council of proposed application submission date.
  - b. Executive committee assures that the Council agenda provides opportunity for discussion to assure that recommendations are forwarded to the lead agency prior to grant preparation.
  - c. Council provides final approval or non-approval of the application and this is documented on the appropriate form for submission to the Office of Special Education Programs.

## Policies

4. Regional Allocations:
  - a. Annually, regional budget allocations are considered by the Council at least four months prior to the grant submission deadlines in order to facilitate dialogue and review.
  - b. Recommendations are forwarded to the lead agency in order for presentation to program management committees.
  - c. Following discussion with lead agency management and prior to the submission of the federal application, the Council will finalize their recommendations regarding the formula for regional budget allocations and submit them to the lead agency
5. Requests for Proposals, Grants and Contracts:
  - a. All requests for proposals, grants, and contracts will be handled by program staff according to the lead agency contract requirements as outlined in the Department contract manual.
6. Letters of Support:
  - a. When possible, letters of support to be offered by the Early Childhood Coordinating Council will be reviewed and approved by Executive committee. If timelines or other circumstances prohibit review by the Executive committee, Program staff will contact the Chair to review the request and the proposed letter support. The Chair is then authorized to provide the letter of support if the following criteria are met:
    - a written request is received;
    - an abstract of the proposal is provided describing the purpose and activities;
    - the proposal is aligned with the vision of the EC3,
  - b. General Administrative Activities:

The Executive committee supports the chairperson in his or her role to:

    - plan agendas for all activities of the Council including standing committees;
    - convene meetings as needed;
    - present or arrange for delivery of the annual report to the legislature.
  - c. Only when circumstances prevent full Council approval may the Executive committee act on the Council's behalf. In such circumstances, Executive committee will assure that the actions are consistent with the vision, mission and policies of the EC3 and promptly will inform the membership of its actions.





EARLY CHILDHOOD COORDINATING COUNCIL

September 2009

Appl Exp	First Name	Last Name	Title	Organization Name	Address	City	State	Zip	Phone	Email	REG	CAT
8/1/2012	Joyce	Anderson	Higher Education Personnel Prep	BYU Idaho	268 East 5th South	Rainburg	ID	83440	436-1344	andersonj@byu.edu	6	HEED
8/1/2011	Stan	Burton	Executive Director State Legislature	Idaho Head Start Assn	2417 Bank Drive, Suite 111	Boise	ID	83705	345-1182	sburton@idahohesassociation.org	4	HS
8/1/2010	Tim	Cordier	Developmental Pediatrician	Idaho State Senate	357 SE Cordier Dr.	Min. Home	ID	83647	587-8562	tcordier@senate.idaho.gov	4	LEG
8/1/2010	Dr. Steven	Felix	Early Childhood Program Manager & Tribal Rep	Idaho Chapter of the AAP	100 E. Idaho St. ste. 20	Boise	ID	83712	381-7312	sfelix@simc.org	4	Phys
8/1/2012	Ida	Gustin	State Child Welfare Representative	Department of Health and Welfare	P.O. Box 408	Plummer	ID	83651	986-6108	idagustin@state.idaho.gov	1	Tribal
8/1/2010	Diane	Hilton	State Legislature Representative	Idaho House of Representatives	450 W. State Street	Boise	ID	83720	334-4932	hiltond@dhw.idaho.gov	4	Foster
8/1/2010	Phylis	King	Parent Representative	per IDEA, Part C	P.O. Box 934	Boise	ID	83701	344-0202	pkphoto@mindspring.com	4	Leg
8/1/2012	Trista	Hibbard	Business Program Director, Executive Director	St. Luke's Regional Medical Center	Ridge Crest K4	Pocatello	ID	83209	282-5025	trista_hibbard@slc.org	6	Parent
8/1/2011	Shelby	Iverson	State RECC Rep	Department of Health and Welfare, Part C	190 West Barnook	Boise	ID	83712	361-3033	iversons@simc.org	4	Bus
8/1/2012	Cathy	Johnson	Program Manager	Head Start Collaboration Office	7070 Merrill Rd.	Emmett	ID	83617	365-2302	cjohnson@shbo.com	3	RECC
8/1/2009	Mary	Jones	Director	Dept. of Insurance	450 W. State Street	Boise	ID	83720	334-5523	jonem@dhw.idaho.gov	4	Part C
8/1/2009	Carolyn	Kiefer	Health Care Policy Program Specialist	ID Assoc Educ Young Children	P. O. Box 83720	Boise	ID	83720	334-4918	ckiefer@dhw.idaho.gov	4	HSC
8/1/2010	Jean	Krosch	Child Care Executive Director	per IDEA, Part C	700 W. State Street, 3rd Floor	Boise	ID	83720	334-4300	jean.krosch@doi.idaho.gov	4	Ins
8/1/2011	Karen	Mason	Private Provider	Dept. Health & Welfare	1471 Shoreline, Suite 202	Boise	ID	83702	334-6155 x15	kmason@idahohsnc.org	4	Prov
8/1/2012	Bonnie	Moses	Medical Coordinator for the Homeless	State Dept. of Education	PO Box 640	Victor	ID	83455	787-1767	bonnie@panther.com	7	Parent
8/1/2010	Ellen	Neff	Parent Member	Dept. Health & Welfare	P.O. Box 6053	Twin Falls	ID	83303	737-2126	ellen@small.com	5	MedA
8/1/2011	Robin	Pewfress	Maternal & Child Health	ID Bureau of Edu. Services for Deaf and Blind	3202 Elder Street	Boise	ID	83704	364-1892	rpewfress@dhw.idaho.gov	4	Medical
8/1/2012	Karen	Sear	Parent Member	State Dept. of Education	650 W. State Street	Boise	ID	83720	332-6978	ksear@state.idaho.gov	4	SDE
8/1/2009	Amber	Sepert	Director of Outreach EC Spec. Ed. Coordinator for SDE represents state Instruct. of Public Instruction (ISSP)	Dept. Health & Welfare	605 Vista Ave.	Lewiston	ID	83501	798-0129	asepert@shoop.com	2	Parent
8/1/2010	Diana	Spencer	Child Care Admin	Dept. Health & Welfare	P.O. Box 83720	Boise	ID	83720	334-5930	spencerd@dhw.idaho.gov	4	MCH
8/1/2012	Janel	Strout	Child Care Admin	Dept. Health & Welfare	25 Circle Drive	Garden Valley	ID	83622	462-9404	janel.strout@scdb.idaho.gov	4	ISDB
8/1/2011	Marybeth	Wells	Child Care Admin	State Dept. of Education	P.O. Box 83720	Boise	ID	83720	332-6913	mbwells@state.idaho.gov	4	SDE
8/1/2012	Genie Sue	Wiegner	Child Care Admin	Dept. Health & Welfare	450 W. State Street, 2nd floor	Boise	ID	83720	334-5656	geniesue@dhw.idaho.gov	4	

Early Childhood Coordinating Council  
 Standing Committee List  
 September 2009

Executive Committee	Membership Committee	Public Awareness Committee	Public Policy Committee	Finance & Resource Committee	Ad Hoc Head Start	Ad Hoc Infant Toddler Program
Dieuwke Spencer Sherry Iverson	Diane Helton Ida Gustin "JR"	Joan Krosch Sherry Iverson*	Karen Mason Carolyn Kiefer	Ellen Neff* Stan Burton	Stan Burton Carolyn Kiefer	Mary Jones Amber Seipert
Robin Pewtress Ellen Neff Joan Krosch Amber Seipert	Dieuwke Spencer* Trista Hibberd	Amber Seipert Karen Seay Bonnie Moses Gene Sue Weppner Tim Corder	Robin Pewtress*? Phyllis King Mary Jones Steve Felix Janet Stout	Cathie Johnson Marybeth Wells	Joan Krosch	
First Monday or every month 2:00 PM (MST)	Will arrange calls as needed	2 <sup>nd</sup> Thursday of every month at 9:00 AM (MST) (September-Dec.) 2 <sup>nd</sup> Friday of every month 3:00 PM (MST) Starting in January	2 <sup>nd</sup> Monday of every month at 5:30 PM at Idaho AEYC 1471 W. Shoreline Dr. #202	Last Wednesday of every month 10:00 AM (MST)		

Conference Call Information

Call in #: 1-888-476-6131

Participant Code: 830921

Host Code: 361286

(A staff member will be the host for all calls)

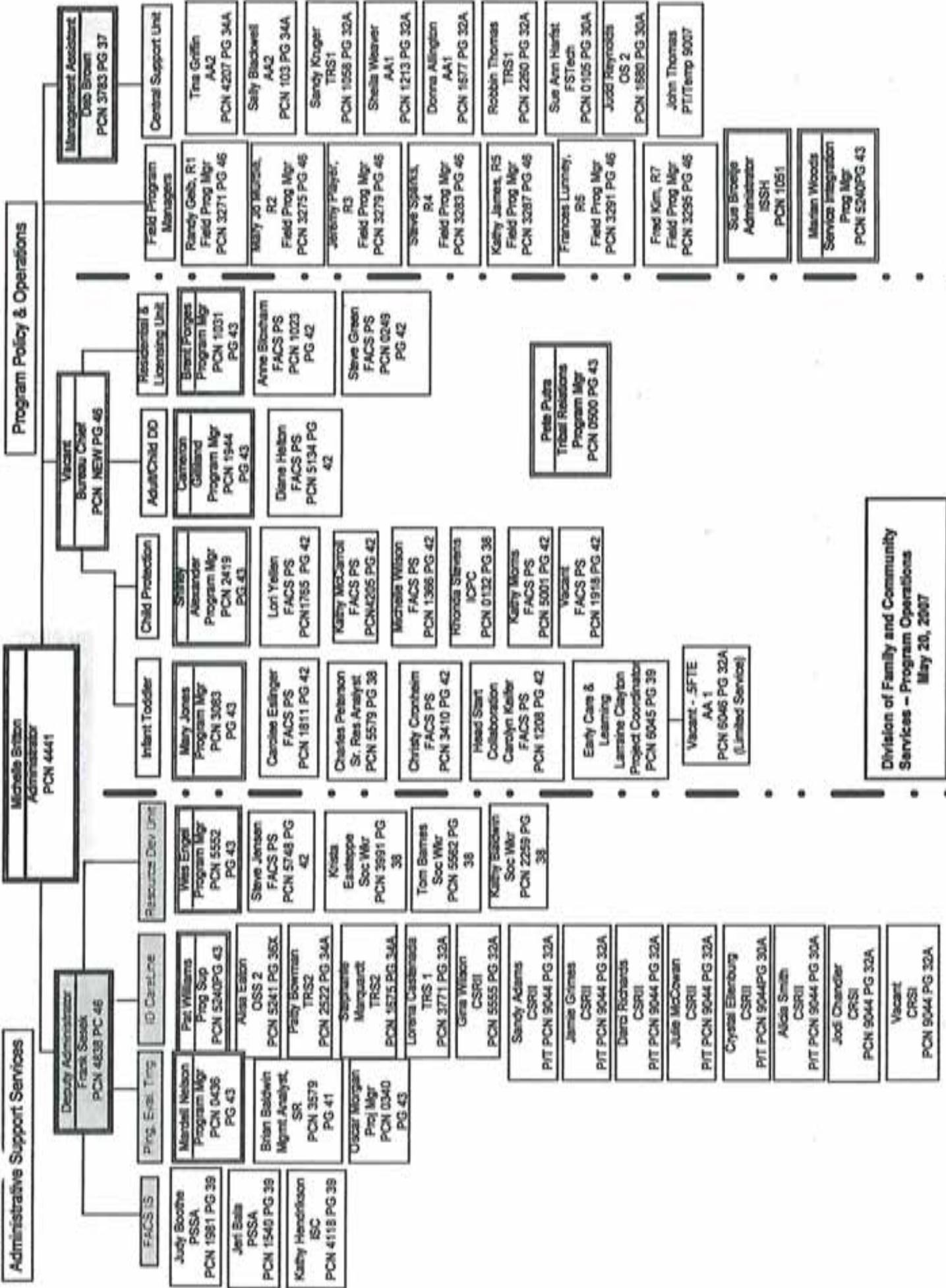
The Department of Health and Welfare is organized into Regions to provide programs that foster a productive, healthful and independent quality of life for Idaho citizens. Statewide administrative offices are located in Boise. Each Region serves several counties.

Regional service centers are located in the larger communities of Idaho. They are the hub for service delivery in the counties they serve. Field offices are the local branches of regional offices.

	Region 1 — (Benewah, Bonner, Boundary, Kootenai, Shoshone Counties)
	Region 2 — (Clearwater, Idaho, Latah, Lewis, Nez Perce Counties)
	Region 3 — (Adams, Canyon, Gem, Owyhee, Payette, Washington Counties)
	Region 4 — (Ada, Boise, Elmore, Valley Counties)
	Region 5 — (Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls Counties)
	Region 6 — (Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power Counties)
	Region 7 — (Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton Counties)

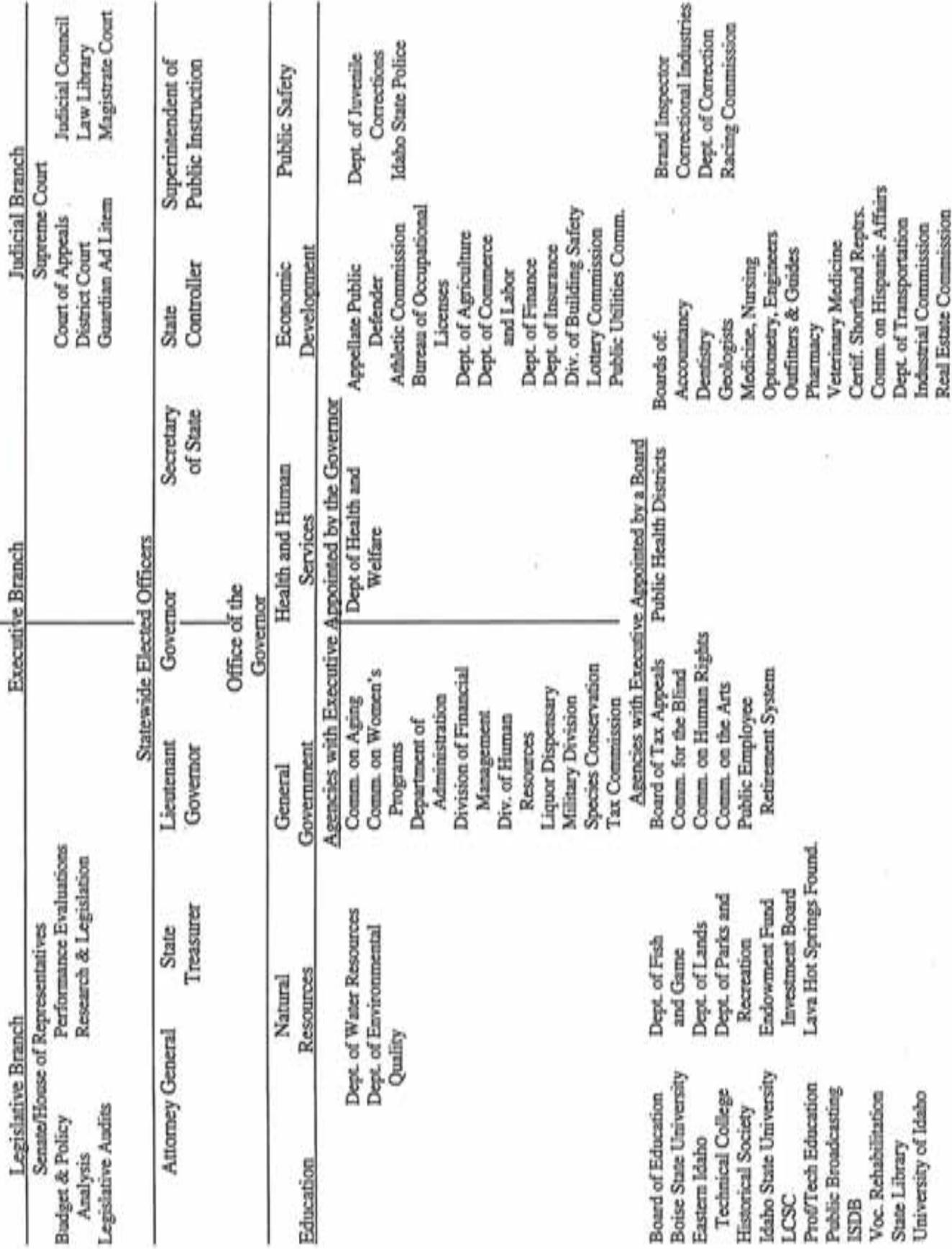
Department Contacts (208) Central Office, Boise		
Director	Richard Armstrong	334-5500
Deputy Director	Dick Schultz	334-5500
Deputy Director Management Services Administrator	David Butler	334-5578
Family and Community Services Administrator	Michelle Britton	334-0641
Behavioral Health Administrator	Kathleen Allyn	334-6997
Health Administrator	Jane Smith	334-5945
Human Resources	Diana Jansen	334-0632
Information Technology Services Administrator	Bruce Dunham	334-6598
Legal Services Chief	Jeanne Goodenough	334-5537
Medicaid Administrator	Leslie Clement	334-5747
Communications and Regional Development	Heather Wheeler	334-5583
Welfare Administrator	Russ Barron	334-5696

<b>Regional Offices</b>		
Region 1, Coeur d'Alene	Karen Cotton, Director	769 1515, ext. 360
Region 2, Lewiston	Tanya McElfresh, Director	799-4338
Region 3, Caldwell	Randy Woods, Director	455-7106
Region 4, Boise	Bill Walker, Director	334-6747
Region 5, Twin Falls	John Hathaway, Director	736-2182
Region 6, Pocatello	Nick Arambarri, Director	239-6280
Region 7, Idaho Falls	Tracey Sessions, Director	528-5791
<b>Institutions</b>		
Idaho State School & Hospital, Nampa	Susan Broetje, Administrator	442-2812, ext. 700
State Hospital North, Orofino	Robert Bourassa, Administrator	476-4511, ext. 222
State Hospital South, Blackfoot	Tracy Farnsworth, Administrator	785-8402



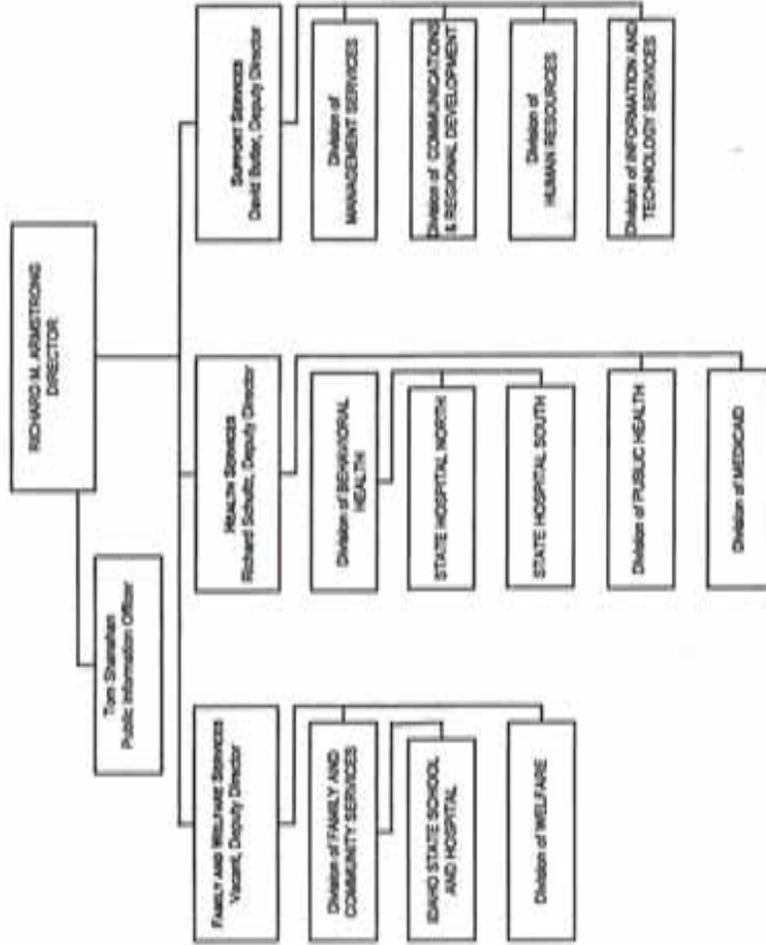
2006 Organization Chart  
Idaho State Government

Citizens of Idaho



# DEPARTMENT OF HEALTH AND WELFARE

Office of the Director



## ACRONYMS

August 28, 2007

AAP	American Academy of Pediatrics
A/CDC	Adult/Child Development Center
ACCESS	Access to Care Coordination, Education, Social Services
ADA	Americans with Disabilities Act
ADD	Attention Deficit Disorder
APR	Annual Performance Report
ASHA	American Speech-Language-Hearing Association
CAP	Corrective Action Plan
CAPTA	Child Abuse Protection and Treatment Act
CDA	Child Development Associate
CDC	Child Development Center
CDC	Center for Disease Control
CDHD	Center on Disabilities and Human Development
CEC	Council on Exceptional Children
CF	Child Find
CFC	Child Find Coordinator
CID	Consortium for Individuals with Disabilities
CNA	Certified Nursing Aide
CO-AD	Coalition of Advocates for the Disabled
COTA	Certified Occupational Therapist Assistant
CP	Cerebral Palsy
CPS	Child Protection Services
CQI	Continuous Quality Improvement
CSHP	Children's Special Health Program
CSPD	Comprehensive System of Personnel Development
CST	Child Study Team
DD	Developmental Disabilities or Developmentally Delayed
DDC	Developmental Disabilities Center/Council
DDP	Developmental Disabilities Program
DDST	Denver Developmental Screening Test
DEC	Division of Early Childhood
DHD	District Health Department

DHW	Department of Health and Welfare
DOE	Department of Education
DOI	Department of Insurance
DS	Developmental Specialists
ECCC	Early Childhood Coordinating Council
ECCS	Early Childhood Comprehensive Systems
EI	Early Intervention
EI	Emotionally Impaired
EIS	Early Intervention Specialist
EPSDT	Early & Periodic Screening Diagnosis and Treatment
FACS	Division of Family and Community Services
FAPE	Free and Appropriate Public Education
HCBS-DD	Home and Community Based Service Waiver for Developmentally Disabled
HCCDC	Home Care for Certain Disabled Children (Katie Beckett Fund)
HHS	U.S. Department of Health and Human Services
HSSC	Head Start State Collaboration
DHW	Department of Health and Welfare
HRSA	Health Resources and Services Administration (under federal Dept. of HHS)
IAEYC	Idaho Association for the Education of Young Children
IC	Idaho Code
ICC	Interagency Coordinating Council
ICF/MR	Intermediate Care Facility for the Mentally Retarded
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
IFSP	Individualized Family Services Plan
IHE	Institutions of Higher Education
IHSA	Idaho head Start Association
IPUL	Idaho Parents Unlimited, Inc.
ISDB	Idaho School for the Deaf and the Blind
ISHA	Idaho Speech Language and Hearing Association
ISP	Individual Service Plan
I & R	Information and Referral
ISDB	Idaho School for the Deaf and Blind
ISSH	Idaho State School and Hospital

ISU	Idaho State University
ITP	Infant Toddler Program
JFAC	Joint Finance and Appropriations Committee
KB	Katie Beckett
LEA	Local Education Agency
LRE	Least Restrictive Environment
MCHB	Maternal and Child Health Bureau (under federal HRSA)
MDT	Multidisciplinary Team
NAEYC	National Association for the Education of Young Children
NECTAC	National Early Childhood Technical Assistance Center
NICU	Neonatal Intensive Care Unit
OSEP	Office of Special Education Programs
OSERS	Office of Special Education and Rehabilitation Services
OT	Occupational Therapist, Occupational Therapy
Part B	The section of IDEA pertaining to special education for children ages 3-21.
Part C	The section of IDEA pertaining to early intervention for infants and toddlers, ages 0-3.
P & A	Protection and Advocacy
PCS	Personal Care Service
PERC	Parent Education Resource Center
PTI	Parent Training and Information
PICU	Pediatric Intensive Care Unit
PIP	Program Implementation Plan
PL	Public Law
PL 99-457	1986 Amendments to Education for All Handicapped Act
PSA	Public Service Announcement
PT	Physical Therapy or Physical Therapist
PWC	Pregnant Women and Children
QA	Quality Assurance
QMRP	Qualified Mental Retardation Professional
RECC	Regional Early Childhood Committees
RFP	Request for Proposals
RITC	Regional Infant Toddler Committee
RSA	Rehabilitation Services Administration

RSVP	Retired Seniors Volunteer Program
SBE	State Board of Education
SC	Service Coordinator/Coordination
SDE	State Department of Education
SEAP	Special Education Advisory Panel
SLP	Speech Language Pathologist
SPP	State Performance Plan
SSA	Social Security Act or Social Security Administration
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TAFI	Temporary Assistance for Families in Idaho
TANF	Temporary Assistance for Needy Families
TASH	The Association for the Severely Handicapped
Title XIX	Medicaid
TSC	Targeted Service Coordinator
TT	Therapy Technician
UAP	University Affiliated Program
UCPA	United Cerebral Palsy Association
UCPI	United Cerebral Palsy of Idaho
WAMI	Washington, Alaska, Montana, Idaho (Physician residence training program)
WIC	Women, Infants and Children

## Child Care Licensing

Child care licenses are issued through regional Family and Children's Services offices in the Idaho Department of Health and Welfare. Renewal of licenses is required every two years. The following types of child care settings and licensing requirements are available. (See Idaho Code 39-1101, Chapter 11 Basic Child Care License. See also IDAPA 16-06-02 — Rules Governing Standards for Child Care Licensing.) Be aware, some cities require additional licensing.

Family child care homes enroll 1 to 6 children and are not required to be state-licensed. They can, however, be licensed on a voluntary basis (usually done if the provider wishes to participate in the federally funded food program). There are approximately 150 licensed family child care homes statewide.

Group child care providers enroll 7 to 12 children and must be certified by state law. There are approximately 650 licensed group child care facilities statewide.

Child care centers enroll 13 or more children and must be licensed by state law. There are approximately 500 licensed child care centers in Idaho, not including preschools and nursery schools.

Requirements for licensure under Idaho Code 39-1101, et seq., include:

- o Safety inspections from the local district health department and the fire department;
- o Pre-screening staff through fingerprinting and criminal records background checks;
- o Four hours annual in-service training for staff members;
- o Proof of child immunizations within 14 days of child's enrollment (exceptions are allowed in situations where there are life, health, or religious objections. See "The Child Care Provider's Role in Immunizations.")

### **DID YOU KNOW?**

**It is a misdemeanor to operate a child care center within Idaho without first obtaining a basic child care license or for failure to post a basic child care license in a conspicuous place.**

**Idaho Code 39-1115**

### **UNDER IDAHO LAW**

**Any parent or guardian shall have the right to enter the premises of any facility during their hours of operation - denial is grounds for suspension/revocation of the child care license.**

**Idaho Code 39-1112**

Child Care Home (1-6 Children)	Criminal History Check Health Inspection	\$45.00/one time fee per individual \$35.00/year
	Fire Inspection	\$20.00/year
Group Child Care Center (7-12 children)	Criminal History Check Health Inspection	\$45.00/one time fee per individual \$35.00/year
	Fire Inspection	\$20.00/year
Basic Child Care Facility (13 or more children)	Criminal History Check Health Inspection	\$45.00/one time fee per individual \$35.00/year
	Fire Inspection	\$20.00/year
Optional License: Certified Group Child Care Facility	Criminal History Check Fire Inspection	\$45.00/one time fee per individual \$20.00/year

**Fire Inspection.** The fire inspection includes an on-site review to insure child care centers comply with the following fire safety standards:

- o Adequate fire and smoke alarms;
- o A functional telephone;
- o Adequate fire extinguishers or other suitable arrangements for extinguishing fires;
- o Adequate exits;
- o This inspection results in a determination of the maximum allowable ratio of children to staff.

**Fire safety standards within the Idaho law require a staff-to-child ratio of:**

<b>1 : 6</b>	<b>1:12</b>	<b>1:18</b>
<b>for children 18 months or younger</b>	<b>for children from 18 months to five years of age</b>	<b>for children five years of age and older</b>

**Health Inspection.** The health inspection includes an onsite review to ensure child care centers comply with the following health standards:

- o Food preparation standards;
- o Food storage standards;
- o Diaper changing methods;
- o Sanitary condition of sleeping and play areas, restrooms, and fixtures;
- o Handwashing practices of staff and children;
- o Safe water supply test (where the source is other than a public water system);
- o Storage practices of medicines and cleaning supplies;
- o Telephone or some type of emergency communication system is required.

If you have questions regarding the health inspections, contact your **local health district** office.

**Criminal History Checks.** Criminal history checks are required for all applicants, owners, employees, volunteers (providing more than 12 hours volunteer service per month), and all other individuals twelve (12) years of age or older who have unsupervised direct contact with children. The criminal history check includes a review of the following records:

- o Statewide criminal identification bureau check;
- o Federal bureau of investigation criminal history;
- o National criminal information center;
- o Statewide child abuse register.

**Additional Local Licensing.** Local city governments can establish and enforce their own child care licensing regulations, as long as the licensing requirements are equal to or more stringent than state license provisions. There are 7 cities in Idaho that license child care facilities in their jurisdictions — see city government web links below. If you live in one of these areas, check with your local City Clerk's office for additional licensing information, requirements, and local fees. Other cities may require you to have a business license or permits from the Planning and Zoning department, check with your local City Clerk's office.

Boise (208-384-3710)  
Chubbuck (208-238-2376)  
Coeur d'Alene (208-769-2229)  
Jerome (208-324-8189)  
Lewiston (208-746-7363)  
Moscow (208-883-7015)  
Pocatello (208-234-6285)  
All Other City Clerk's Offices

**Examples of expanded license requirements may include:**

- o Requirement that all child care centers, regardless of how many children are enrolled, be licensed;
- o Requirement to seek Planning and Zoning approval;
- o Requirement for staff trained in CPR and first aid be onsite at all times.

**Exemptions from licensing requirements under Idaho Code 39-1101 include:**

- o Occasional care of a neighbors, relative's, or friend's child/children by a person not ordinarily in the business of child care;
- o Operation of a private school or religious school for educational purposes for children over four (4) years of age or a religious kindergarten;
- o Provision of occasional care exclusively for children of parents who remain onsite in the same building;
- o Operation of day camps, programs, and religious schools for less than twelve (12) weeks during a calendar year or not more often than once a week;
- o Provision of care for children of only one (1) immediate family in addition to the person's own children.

For more information or if you have questions on child care licensing requirements for your area, contact your **local Health and Welfare office** or contact the **Idaho CareLine** by dialing 2-1-1 or 1-800-926-2588.

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9/22/2009

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## Important Information for Council Members

September 13, 2007

### How does my position add value to the work of the Council?

- A link to other kinds of systems to increase awareness and reciprocity of information sharing.
- A connection to the world within or outside of government. (expertise)
- Provide information and education to decision makers.
- Inclusion of local and regional information.
- Personal experience of families of children with disabilities and other consumers.
- Coordination of efforts.
- Provide objectivity to issues.
- Recognition of the impact across Idaho including businesses and community.
- Integrating the information and dissemination across other organizations with similar goals.
- Speak for our most vulnerable children.