

**Sunset Advisory Commission  
Board and Commission Review**

The Commission reviews every State board and commission and takes testimony regarding whether each board or commission should continue to operate or be eliminated and whether the powers and duties of any board or commission should be revised. Each board and commission has the burden of justifying its continued operation.

The Commission also reviews whether members of a board or commission should be entitled to a per diem and, if so, the amount of that per diem.

In testifying before the Commission, you should be able to provide the following information:

**Vermont Interagency Coordinating Council – IDEA Part C requirement, Public law 99-457**

1. In general, how often does the board and commission meet? Provide specific information on how often the board or commission has met in the past two fiscal years. Provide information on where agendas and minutes of meetings can be found.

The council meetings 5 times per year: September, November, January, March, and May.

Minutes and information are available at: <https://cispartners.vermont.gov/icc>

The by-laws can be found at:

[https://cispartners.vermont.gov/sites/cis/files/VICC/ICC\\_Bylaws\\_01-2018.pdf](https://cispartners.vermont.gov/sites/cis/files/VICC/ICC_Bylaws_01-2018.pdf)

2. Provide the names of members of the board or commission, their term length and expiration, their appointing authority, and the amount of any per diem they receive.

Parents are able to apply for stipends to reimburse for time, travel, and child care costs incurred in order to attend this meeting.

See attached for members listing.

3. Provide an overview of the board or commission's purpose.

"We are the Vermont Interagency Coordinating Council. We believe and advocate that all children reach their developmental potential. We advise and assist Children's Integrated Services. When children and families thrive, Vermont thrives."

The VICC is made up of parents of children receiving Children's Integrated Services (CIS), as well as representatives from legislature, Medicaid, Head Start, community providers and many more that have a desire to improve services for Vermont families. The Interagency Coordinating Council (ICC) began through a federal government mandate. They are charged

with meeting to advise the State of Vermont around programs relating to children and families with disabilities, an act known as Individuals with Disabilities Education Act (IDEA) Part C. In 2008, Vermont became unique in its approach to the ICC, as it began to use this group to advise and assist program practices and decisions for *all* of Vermont's Children's Integrated Services programs, in addition to Part C Early Intervention.

4. Is that purpose still needed? What would happen if the board or commission no longer fulfilled that purpose?

This is a required council based on IDEA Part C as follows [excerpted from 34 CFR], see attached.

5. How well is the board or commission performing in executing that purpose? What evidence can you provide to substantiate that performance?

The council advises and assists CIS, including Part C. It is a required council. They are responsible for facilitating the annual Data, Determinations and Continuous Quality Improvement meeting with the field, signing off on the Annual Performance Report submitted to the Office of Special Education Programs, among other advising and assisting duties. As a result of the council's input, for example, Part C has implemented strategies that have increased the Part C Family Survey responses from ~30% to over 55% in the past 3 years.

6. If the purpose is still needed, can State government be more effective and efficient if the purpose was executed in a different manner?

This council is a federal requirement (see question 4 above).

7. If the purpose is still needed, do any of your board or commission's functions overlap or duplicate those of another State board or commission or federal or State agency? If so, is your board or commission still the best entity to fulfill the purpose?

This council is a federal requirement (see question 4 above), and does not overlap with another State board of commission.

8. Does the board or commission's enabling law continue to correctly reflect the purpose and activities of the board or commission?

Yes.

9. Provide a list of the board and commission's last fiscal year expenditures including staffing costs. How are these funded?

The board expenditures (for meeting space rental, parent stipends, etc.) are fully funded by the State's federal Part C grant.

10. Is the board or commission required by law to prepare any reports or studies for the Legislature, the Governor, or any State agency or officer? If so, have those reports or studies been produced? Does the board or commission have ongoing reporting obligations?

The council is responsible for 'submitting' the Part C Annual Performance Report (APR) to the Office of Special Education Programs.

11. How would you measure the performance of the board or commission?

The APR is submitted on time, the determinations and meeting for regional Part C agencies occur on time and are facilitated by the council to support ongoing improvement in Vermont's Part C services.

# Vermont Interagency Coordinating Council, Member List

Federal Mandates	Member Filling	Term Expires
Parents (20%)	Amanda Cookson (parent of child over 6, under 12) Andreas Koenig (parent of child over 6, under 12) Susan Comerford (parent of child over 6, received services) Valerie Wood (parent of child, received services) Amelia Briggs (parent of child, received services)	06/30/2018 06/30/2018 <b>APPLICATION SUBMITTED 02/07/17</b> <b>APPLICATION SUBMITTED 05/15/2018</b> <b>APPLICATION SUBMITTED 08/02/2018</b>
Public/Private Providers (20%)	Joanne Godek (South Burlington Public Schools) Barbara Frankowski (Pediatric Physician) Jamie Rainville (Vermont Family Network, FS) Kathy Hallock (Winston Prouty Center, EI) Toni Racine (Rutland County Parent Child Center) Heather Wilson (Children’s Integrated Services) Marinell Newton (Children with Special Health Needs)	6/30/2018 <b>APPLICATION SUBMITTED 02/07/17</b> <b>APPLICATION SUBMITTED 04/06/17</b> <b>APPLICATION SUBMITTED 12/21/17</b> <b>APPLICATION SUBMITTED 12/20/17</b> <b>APPLICATION SUBMITTED 07/11/2018</b> <b>APPLICATION SUBMITTED 07/10/2018</b>
State Legislature (1)	Kate Webb (Chittenden 5-1)	Application to be Submitted via Speaker of House
Personnel Preparation (1)	Jennifer Hurley (University of Vermont)	06/30/2018
State Agency For Early Intervention (1)	Danielle Howes (Children’s Integrated Services)	03/31/2020
State Agency For Preschool (1)	Leslie Freedman (Agency of Education)	<b>APPLICATION SUBMITTED 03/02/17</b>
State Medicaid Agency (1)	Susan Coburn (Dept. of VT Health Access)	<b>APPLICATION SUBMITTED 01/02/18</b>
Head Start (1)	Christy Swenson-Robertson (Head Start)	<b>APPLICATION SUBMITTED 12/22/17</b>
State Child Care Agency (1)	Christel Michaud (Child Development Division)	<b>APPLICATION SUBMITTED 02/07/17</b>
State Agency For Health Insurance (1)	Brenda Clark (Health Insurance Consumer Services)	<b>APPLICATION SUBMITTED 06/27/2018</b>
State Office Of Coordination For Homeless Children (1)	Deborah Ormsbee (Title I & Homeless Education)	<b>APPLICATION SUBMITTED 02/21/17</b>
State Foster Care Agency (1)	Neysha Stuart (Family Services Division)	<b>APPLICATION SUBMITTED 12/20/17</b>
State Mental Health Agency (1)	Dana Robson (Dept. of Mental Health)	06/30/2018
Building Bright Futures Advocate (1)	Beth Truzansky (Chittenden)	<b>APPLICATION SUBMITTED 12/21/17</b>
Other (CIS Director)	Morgan Cole	Needs to apply
Resignations		
Johana Brakeley – replaced by Frankowski	Ruth Houtte (9/21/17) – replaced by Neysha Stuart	Pam McCarthy (6/20/17) – replaced by Rainville
Elaine Carpenter	Elizabeth Jordan-Shook (8/15/16)	Elizabeth Meyer (9/8/16) – replaced by Ormsbee
Monica Olgeby (5/20/2018)-replaced by Marinell Newton	Diana Langston (6/27/16) – replaced by Godek	Christy Swenson-Robertson (1/17/17) – replaced by Shane (now resigned)
Wendy Cunningham	Joanne Mattsson (3/10/16) – replaced by Michaud	Kate Rogers (9/16/16) – replaced by Freedman
Patti Shane (11/7/17) – Swenson-Robertson temp member in replacement of Shane	Nicole Mondejar (6/28/16)	Terri Edgerton (10/6/17)
Tracy Wells (5/24/2018)- replaced by Brenda Clark		<b>Updated 08/14/2018</b>

## IDEA Part C [excerpted from 34 CFR]:

### Subpart G—State Interagency Coordinating Council

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#### §303.600 Establishment of Council.

(a) A State that desires to receive financial assistance under part C of the Act must establish a State Interagency Coordinating Council (Council) as defined in §303.8.

(b) The Council must be appointed by the Governor. The Governor must ensure that the membership of the Council reasonably represents the population of the State.

(c) The Governor must designate a member of the Council to serve as the chairperson of the Council or require the Council to do so. Any member of the Council who is a representative of the lead agency designated under §303.201 may not serve as the chairperson of the Council.

(Authority: 20 U.S.C. 1441(a))

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#### §303.601 Composition.

(a) The Council must be composed as follows:

(1)(i) At least 20 percent of the members must be parents, including minority parents, of infants or toddlers with disabilities or children with disabilities aged 12 years or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities.

(ii) At least one parent member must be a parent of an infant or toddler with a disability or a child with a disability aged six years or younger.

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

(3) At least one member must be from the State legislature.

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

(5) At least one member must—

(i) Be from 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; and

(ii) Have sufficient authority to engage in policy planning and implementation on behalf of these agencies.

(6) At least one member must—

(i) Be from the SEA responsible for preschool services to children with disabilities; and

(ii) Have sufficient authority to engage in policy planning and implementation on behalf of the SEA.

(7) At least one member must be from the agency responsible for the State Medicaid and CHIP program.

(8) At least one member must be from a Head Start or Early Head Start agency or program in the State.

(9) At least one member must be from a State agency responsible for child care.

(10) At least one member must be from the agency responsible for the State regulation of private health insurance.

(11) At least one member must be a representative designated by the Office of the Coordination of Education of Homeless Children and Youth.

(12) At least one member must be a representative from the State child welfare agency responsible for foster care.

(13) At least one member must be from the State agency responsible for children's mental health.

(b) The Governor may appoint one member to represent more than one program or agency listed in paragraphs (a)(7) through (a)(13) of this section.

(c) The Council may include other members selected by the Governor, including a representative from the Bureau of Indian Education (BIE) or, where there is no school operated or funded by the BIE in the State, from the Indian Health Service or the tribe or tribal council.

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

(Authority: 20 U.S.C. 1231d, 1441(b), 1441(f))

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### **§303.602 Meetings.**

(a) The Council must meet, at a minimum, on a quarterly basis, and in such places as it determines necessary.

(b) The meetings must—

(1) Be publicly announced sufficiently in advance of the dates they are to be held to ensure that all interested parties have an opportunity to attend;

(2) To the extent appropriate, be open and accessible to the general public; and

(3) As needed, provide for interpreters for persons who are deaf and other necessary services for Council members and participants. The Council may use funds under this part to pay for those services.

(Authority: 20 U.S.C. 1441(c))

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### **§303.603 Use of funds by the Council.**

(a) Subject to the approval by the Governor, the Council may use funds under this part to—

(1) Conduct hearings and forums;

(2) Reimburse members of the Council for reasonable and necessary expenses for attending Council meetings and performing Council duties (including child care for parent representatives);

(3) Pay compensation to a member of the Council if the member is not employed or must forfeit wages from other employment when performing official Council business;

(4) Hire staff; and

(5) Obtain the services of professional, technical, and clerical personnel as may be necessary to carry out the performance of its functions under part C of the Act.

(b) Except as provided in paragraph (a) of this section, Council members must serve without compensation from funds available under part C of the Act.

(Authority: 20 U.S.C. 1441(d))

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### **§303.604 Functions of the Council—required duties.**

(a) *Advising and assisting the lead agency.* The Council must advise and assist the lead agency in the performance of its responsibilities in section 635(a)(10) of the Act, including—

(1) Identification of sources of fiscal and other support for services for early intervention service programs under part C of the Act;

(2) Assignment of financial responsibility to the appropriate agency;

(3) Promotion of methods (including use of intra-agency and interagency agreements) for intra-agency and interagency collaboration regarding child find under §§303.115 and 303.302, monitoring under §303.120 and §§303.700 through 303.708, financial responsibility and provision of early intervention services under §§303.202 and 303.511, and transition under §303.209; and

(4) Preparation of applications under this part and amendments to those applications.

(b) *Advising and assisting on transition.* The Council must advise and assist the SEA and the lead agency regarding the transition of toddlers with disabilities to preschool and other appropriate services.

(c) *Annual report to the Governor and to the Secretary.* (1) The Council must—

(i) Prepare and submit an annual report to the Governor and to the Secretary on the status of early intervention service programs for infants and toddlers with disabilities and their families under part C of the Act operated within the State; and

(ii) Submit the report to the Secretary by a date that the Secretary establishes.

(2) Each annual report must contain the information required by the Secretary for the year for which the report is made.

(Authority: 20 U.S.C. 1441(e)(1))

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**§303.605 Authorized activities by the Council.**

The Council may carry out the following activities:

(a) Advise and assist the lead agency and the SEA regarding the provision of appropriate services for children with disabilities from birth through age five.

(b) 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.

(c) Coordinate and collaborate with the State Advisory Council on Early Childhood Education and Care for children, as described in section 642B(b)(1)(A)(i) of the Head Start Act, 42 U.S.C. 9837b(b)(1)(A)(i), if applicable, and other State interagency early learning initiatives, as appropriate.

(Authority: 20 U.S.C. 1435(a)(10), 1441(e)(2))