

# Utah Interagency Coordinating Council (ICC) for Infants and Toddlers with Disabilities and Their Families

## 2026 Handbook

# Table of Contents

Mission Statement.....	3
Membership Composition.....	3
To Apply for Membership.....	4
Application Process.....	4
Resources for Parent Representatives.....	4
What is Early Intervention?.....	4
What does Early Intervention Look Like?.....	5
The EI Process.....	5
Resources.....	6
What is an Interagency Coordinating Council (ICC)?.....	6
ICC Values.....	6
Lead Agency Support.....	7
Member Responsibilities.....	7
Time Commitment.....	8
Attendance Expectations.....	8
Advise and Assist.....	8
Mentoring New Members.....	9
Subcommittees.....	9
Subcommittee Meetings.....	10
Subcommittee Action Plan Template.....	10
Subcommittee Meeting Notes Template.....	10
Annual Priorities.....	11
Agenda Requests.....	11
Agenda Creation Process.....	11
Meeting Participation.....	12
Discussion Items.....	12
Family Participation.....	13
Asking Questions.....	13
Action Items.....	14
Unplanned Discussion Items.....	14
Robert’s Rules Summary.....	15
Parliamentary Procedure.....	15
Fixed Order of Business.....	15
Presentation of Motions.....	15
Public Meeting Laws & Resources.....	16
Public Notice & Participation.....	16
Public Participation.....	16
Public Comment.....	17
Co-Chair and Executive Committee Responsibilities.....	18
Executive Committee.....	19
Annual Report.....	19
Handbook Updates.....	19

## Mission Statement

The mission of the Utah Interagency Coordinating Council for Infants and Toddlers with Disabilities and Their Families is to ensure that each infant and young child with special needs has the opportunity to achieve optimal health and development within the context of the family.

## Membership Composition

In collaboration with the Interagency Coordinating Council (ICC), the Lead Agency recommends all members and agency positions, which the Governor's Office then appoints. The Governor's Office ensures that ICC membership reasonably represents the population of the State of Utah when making appointments.

Federal regulation ([34 CFR 303.600](#)) requires specific members serve on the ICC as follows:

- 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. 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,
- At least 20 percent of the members must be public or private providers of early intervention services,
- At least one member must be from each of the following:
  - State Legislature
  - Personnel preparation
  - State Medicaid and CHIP programs
  - The state agency that is responsible for childcare
  - State regulation of private health insurance
  - Office of the Coordination of Education for Homeless Children and Youth
  - State child welfare agency responsible for foster care
  - Head Start or Early Head Start
- State Agency for Children's Mental Health
- Utah State Board of Education IDEA Part B Section 619 Coordinator
- Each state agency providing or paying for Part C services to infants and toddlers with disabilities and their families will designate at least one member (i.e., Baby Watch and Utah School for the Deaf and the Blind). Those designated must have sufficient authority to engage in policy planning and implementation on behalf of these agencies
- The ICC may include other members selected by the Governor, including:
  - Bureau of Children with Special Health Care Needs,
  - Utah Parent Center
  - Legislative Coalition for People with Disabilities (LCPD)
  - A representative from the Bureau of Indian Education (BIE) or, where no school is operated or funded by the BIE in Utah, from the Indian Health Service or the tribe or tribal ICC.

## To Apply for Membership

1. Go to the [Utah Boards & Commissions](#) website
2. Look for “Interagency Coordinating Council for Infants and Toddlers with Disabilities and Their Families” or search using the keyword ‘Interagency.’
3. Click “Create a New Account” to set up an account and submit your application
4. Contact the ICC Executive Secretary for help with the submission process if needed

## Application Process

1. The Executive Committee screens applications to ensure applicants meet qualifications.
2. Potential members are proposed to the ICC. In their role to advise and assist, the ICC will vote on the applicant to be recommended to the Governor’s Office.
3. The Governor’s Office reviews the applications and makes the final appointment.

## Resources for Parent Representatives

According to [34 CFR 303.603](#), subject to approval by the Governor, the ICC may use Part C funds to reimburse parent representatives of the ICC for reasonable and necessary expenses for attending ICC meetings and performing ICC duties. These expenses may include:

- Travel to and from ICC meetings: Mileage reimbursement for a private vehicle.
- Childcare: For the actual cost of childcare while attending ICC meetings and subcommittee meetings for children 12 years and younger, unless the child has a disability and cannot care for themselves.

Parent representatives can contact the ICC Executive Secretary for instructions on how to document and receive reimbursement for the above-stated expenses.

## What is Early Intervention?

The [Baby Watch Early Intervention Program](#) is a statewide, comprehensive, coordinated, interagency system that provides Early Intervention (EI) services to infants and toddlers under three years of age with developmental delays or disabilities and their families. EI is the “baby” piece of Special Education.

The program is authorized through [Part C of the Individuals with Disabilities Education Act \(IDEA\)](#). In 1987, Utah’s Governor designated the Utah Department of Health (UDOH) as the “Lead Agency” for the program. After securing the approval of the State Legislature, Utah was one of the first states in the nation to fully implement its program.

In 2021, the Utah Executive Office of the Governor and state legislature supported the passage of [H.B. 365 State Agency Realignment](#), creating the Utah Department of Health & Human Services (DHHS), and Baby Watch was moved to DHHS’s Office of Early Childhood. For more information, please refer to [babywatch.utah.gov](http://babywatch.utah.gov).

## What does Early Intervention Look Like?

Early intervention (EI) is a parent coaching program that teaches families to support their infant or toddler's development. EI services are customized for every child and family and are provided by a team of qualified personnel that may include:

- Service Coordinators
- Child Development Specialists
- Speech-language Pathologists
- Registered Nurses
- Occupational Therapists
- Physical Therapists
- Social Workers
- Hearing Specialists
- Vision Specialists

## The EI Process

1. Referral: A parent, guardian, or professional concerned about an infant or toddler's development can request a FREE evaluation from Baby Watch or a local EI program.
2. Evaluation and Assessment: The local EI program conducts a comprehensive evaluation and assessment of the child's development and the family's needs and concerns.
3. Eligibility Decisions: The child may be eligible for services based on a medical diagnosis, test scores, or clinical opinion.
4. IFSP Meeting: The family of an eligible child meets with the EI team to create an Individualized Family Service Plan (IFSP) that contains the goals for that child and family for the next year.
5. Service visits: The EI team provides services as outlined in the IFSP, typically in the family's home or a community setting.
6. Periodic and Annual IFSP Review: The team reviews the child's IFSP as needed throughout the year, at least every 6 months. The IFSP is updated each year at the annual review meeting.
7. Transition: As the child approaches their third birthday, the family and local EI program prepare for special education preschool and/or other community-based services.

## Resources

- [Federal Regulations](#) regarding State Interagency Coordinating Councils
- DEC Council for Exceptional Children: [Be a Part of EI](#) video
- Utah Parent Center: [Parents as Partners. Understanding Early Intervention and Special Education in Utah](#)
- Utah Parent Center: [Special Education Acronyms](#)

## What is an Interagency Coordinating Council (ICC)?

The ICC was made through a law called P.L. 99-457 in October 1986. This law was meant to create a group separate from the Lead Agency (Baby Watch) to help "advise and assist" in developing a system. The independent nature of the ICC is one feature that gives the group the potential to contribute to the development of the service system.

Another important feature of the ICC is that it includes different representatives from many stakeholder groups. The law says who should be in the ICC, including parents of young children with disabilities and agency, service, and legislative representatives. This mix of people helps connect different groups and improves the service system. The ICC also gives a bigger picture of Utah's service systems for young children with disabilities and their families by including everyone who is part of it.

The ICC is crucial to a well-coordinated service system. Utah's ICC, working with Baby Watch, decides what work it performs to support the Baby Watch Mission. The Utah ICC is composed of up to 30 members from different stakeholder groups in early childhood services.

## ICC Values

1. Infants, toddlers, and their families have unique individual needs.
2. Strong relationships with parents must be established, as they are the child's best support system and provider of services.
3. Families are an integral part of the team.
4. Parents participate fully in decision-making and have the ultimate decision in determining whether and how they, their child, or family accept or decline services.
5. Services should be provided to young children and their families in their homes and communities.
6. The earlier intervention is started, the greater the ultimate benefit.
7. State policymakers must be encouraged to create a unified, responsive care system for young children with disabilities and their families.
8. Every infant and toddler in the state who is eligible for services should be identified, located, and allowed to be evaluated and served.
9. Services to all eligible children and their families should be statewide, comprehensive, coordinated, multidisciplinary, and interagency.
10. All families should have equal access to services across the state.
11. Coordination of services is encouraged to prevent duplication.

## Lead Agency Support

A Lead Agency (Baby Watch) representative shall act as a non-voting Council member. The Baby Watch and Office of Early Childhood teams will also:

- Facilitate the development of ICC meeting agendas.
- Coordinate a meeting of the Executive Committee and the ICC Executive Secretary.
- Identify areas that the ICC can advise and assist the Lead Agency on, such as: identifying sources of fiscal support, assignment of financial responsibilities, promotion of methods for child find, promotion of methods for monitoring program implementation, promotion of methods for transition from Part C to Part B services.
- Make public announcements of settings, agendas, and other identified materials available while complying with the [Utah Open and Public Meetings Act](#).
- Manage funds designated for the ICC through: reimbursement for travel and childcare costs to parent representatives serving on the Council, and obtaining service to perform technical and clerical support to the Council.
- Provide interpreters for persons who are deaf and other necessary services for Council members and participants.
- Provide an anchor location for each meeting as a Council where the public can view and participate under the [Utah Open and Public Meetings Act](#).
- Participate in the agenda as outlined by the Co-Chair of the meeting.

## Member Responsibilities

ICC members are expected to:

1. Attend all ICC and subcommittee meetings they are assigned.
2. Participate in ICC meetings, including deliberations and inquiries. All perspectives are important, and there is no hierarchy regarding who can participate and when.
3. Be familiar with the ICC's purpose and procedures, as described in this handbook
4. Participate in at least one subcommittee throughout the duration of ICC membership, which includes participation in subcommittee meetings, activities, and deliberations. To maximize meeting time, subcommittees meet between ICC meetings and report progress during the following ICC meetings.
5. Provide expertise, experience, and opinion through appropriate communication.
6. Abstain from voting 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.
7. Ex Officio members are expected to participate in the ICC until their agency releases them. Provider and Parent representatives are expected to serve for 1 or 2 four-year term(s).

8. Inform the Lead Agency ASAP if they are unable to continue serving on the ICC, so that a replacement can be appointed promptly.
9. Direct questions to the listed presenter on the agenda. The presenter will facilitate other individuals' follow-up to the question. As others have questions or comments, they will raise their hand to bring it to the presenter's attention. Co-Chairs can assist in refocusing the Council on the agenda item.

## Time Commitment

- Bimonthly meetings from September to May.
- Meeting length is typically 3 hours (9 am-12 pm).
- Participation in person is encouraged, but virtual participation is available.
- Participation in subcommittees.

## Attendance Expectations

- Council members must attend every scheduled ICC meeting or be excused.
- If a Council member cannot attend a scheduled ICC meeting, they will contact the Chair, Co-Chair, and/or the ICC Executive Secretary before the meeting. Their excused absence will be noted in the meeting minutes.
- Any member absent from three consecutive meetings without cause or excuse may have their appointment terminated. The ICC Chair can recommend to the Lead Agency that a member be removed from the Council.

## Advise and Assist

Advise: to give factual information or explain a process or point of view

Assist: to help (someone), typically by doing a share of the work

Each ICC member will advise and assist with the work of the Lead Agency, such as:

- Informing the Lead Agency of the needs and priorities of their stakeholder group
- Giving factual information or explaining the point of view of their stakeholder group
- Making recommendations and suggestions to the Lead Agency.

An ICC member must not advocate for a position within their role on the ICC Council, such as:

- Lobbying or arguing an opinion held solely by their stakeholder group rather than looking at a collaborative recommendation.
- Representing their sole opinion as the recommendation of the ICC.

The ICC as a whole will:

- Promote and foster awareness of early intervention services throughout the state, educate and clarify early intervention to those currently receiving services, and assist parents in finding their voice to advocate for their children with special needs.
- Recommend revenue sources (e.g., foundations, other state funds, grants, etc.) and annual funding requests from Utah DHHS, the Governor’s Office, and the Utah Legislature to provide appropriate services for all eligible children.
- Identify needs and barriers to early intervention service provision and recommend addressing and improving early intervention services.
- Identify needs related to the statewide Comprehensive System of Personnel Development (CSPD) and identify resources available to continue to improve professional development for early intervention service providers.
- Establish appropriate subcommittees to perform tasks, gather information, and explore issues as directed. The subcommittee's purpose is to address business needs, and they may be dissolved when issues are resolved, or a subcommittee is no longer necessary.
- In conjunction with the Baby Watch Early Intervention Program, submit an annual report on the status of early intervention in Utah to the Governor and the Secretary of Education in the Office of Special Education Programs (OSEP).

## Mentoring New Members

The ICC seeks engaged participation from every Council member. Parent perspective is crucial to Council deliberations as present or recent consumers. Mentoring will be provided to new members for at least the first year, and may include:

- Contacting the new member to review the handbook and answer questions.
- Asking what support the new member needs prior to each meeting
- Greeting the new members as they arrive (if in person)
- Reviewing the meeting minutes together for clarification
- Meeting after the ICC to discuss any questions not addressed in the ICC
- Providing periodic training on roles and responsibilities
- Training from the Utah Parent Center for parent representatives
- Mentoring from the ICC Executive Committee

## Subcommittees

- Each subcommittee will be chaired and/or co-chaired by an ICC member.
- Subcommittee chairs create the action plan during each meeting, communicate discussion summaries/action steps/resource needs to the ICC and Executive Committee, schedule and facilitate communication between meetings, and follow up with subcommittee members before ICC meetings.
- Subcommittees should have balanced representation from various stakeholder groups. If a subcommittee lacks representation, efforts should be made to request participation from ICC members involved in other subcommittees.
- Council members may request assistance from non-Council members, community members, and Lead Agency employees for subcommittee work as needed.

## Subcommittee Meetings

- Subcommittees should review priorities set by the ICC.
- Meetings can be scheduled regularly or ad hoc as determined by the members.
- Meeting dates/times should be convenient for both professionals and parents.
- Subcommittees must report their work annually to the ICC. Reports should include support and progress updates through agenda items.

## Subcommittee Action Plan Template

Subcommittee:

Chair:

Members:

Subcommittee Goals & Date Revised:

- 1.
- 2.
- 3.

Objectives, Action Steps, and Projected Outcomes

- 1.
- 2.
- 3.

Criteria for Success

- 1.
- 2.
- 3.

## Subcommittee Meeting Notes Template

Subcommittee:

Meeting Date:

Members in Attendance:

Meeting Objective/Activity Focus:

Meeting Summary:

Action Plan Between Meetings:

- 1.
- 2.
- 3.

Reflection:

- What is working? What could be improved?
- What changes or support do we need to make our work more successful?
- What resources, information, or feedback do we need to move forward?

## Annual Priorities

Priorities are identified annually during the initial fiscal year ICC meeting in September. Topics to be considered can be gathered through a round-robin during the meeting or by discussing survey results sent to ICC members before the first meeting. Priorities need to target topics that allow the ICC to advise and assist Baby Watch, allowing for effective discussions and opportunities to meet the Council's expectations.

## Agenda Requests

The Executive Committee is responsible for drafting the agenda for the ICC meeting. This involves a thorough review and discussion of pertinent information and issues to be addressed by the Council. The final agenda will be posted on the Utah Public Notice website at least 48 hours before each ICC meeting.

Individuals or organizations seeking to present to the Council must make a request either 1) during the public comment period or 2) in writing to the Executive Committee no later than 14 days before the upcoming ICC meeting.

During Council meetings, if an individual wishes to introduce items not currently on the agenda, the Co-Chair leading the meeting will acknowledge that these items are outside the scope of the scheduled agenda. The Co-Chair will then remind the individual of the appropriate procedure and timeline for submitting such requests for future consideration.

## Agenda Creation Process

1. The Co-Chairs, Lead Agency Representative, and ICC Executive Secretary will meet 10-14 days before each ICC meeting. Any one of these individuals can initiate this meeting.
2. Past agenda items and meeting minutes will be reviewed to determine if they require further discussion or action
3. The Lead Agency will provide suggested agenda items that they would like to present to the Council.
4. Any requests for agenda items submitted to the Executive Committee will be considered.
5. The work of subcommittees will be reviewed to determine if an update or report from the subcommittee should be included in the agenda.
6. The Co-Chairs reserve the right to allocate a designated time slot for each presentation.
7. A draft of the agenda will be sent to remaining Executive Committee members for comment and revision. The Executive Committee members should respond within two business days.
8. The ICC Executive Secretary will send the agenda to the ICC members and post it to the Utah Public Meeting Website at least 48 hours before each meeting.

## Meeting Participation

- Each member of ICC is a valued participant in the discussions and subcommittees because of their background, experiences, and expertise. They will use the lens of their position in ICC (parent, provider, agency representative, etc.) to consider the topics being discussed and what additional information they can provide. Each member will also consider the purpose of ICC (to advise and assist Baby Watch) and the information they can provide or the questions they have to augment their understanding of the topic.
- Parents are vital to the ICC because they have lived experience and “boots on the ground.” While the providers, agency representatives, and other professionals bring their knowledge and experience, this advisory committee focuses on how to best benefit the children and families enrolled in Baby Watch Early Intervention Programs. Parent input is essential to determine the issues truly impacting children and families.
- For each discussion item, parents should consider their home life and how the topic may relate to the direct impact on the child and family in their own home.
- ICC Co-Chairs will allow time for ICC Members to ask questions during or following each agenda item. Presenters may also allow questions during the presentation. Please jot down questions and comments to share during the related Q&A period. If attending virtually, questions can also be entered into the Chat or Zoom Q&A feature.

## Discussion Items

Informational agenda items will include a presentation from an ICC member, a Lead Agency representative, or guests. The presenter should specify if they would like to receive questions throughout the presentation or primarily at the end of the presentation.

Questions during the presentation should be addressed to the speaker or Co-Chairs first. For questions specific to the functioning and priorities of the ICC, the Co-chairs will respond or seek support from ICC members or the Lead Agency representative. If meeting participants from the Lead Agency have additional information to share once the Co-Chairs have addressed the question or comment, they can do so at that time. Questions regarding the provision and implementation of Part C early intervention can be asked directly to the Lead Agency representative, who may call on other Lead Agency staff or ICC members as needed.

## Family Participation

Family and caregiver participation is central to implementing Part C Early Intervention, as evidenced by the creation of an Individualized Family Service Plan. The [Division for Early Childhood \(DEC\)](#), an international professional organization whose mission is to promote policies and advance evidence-based practices that support families and young children (0-8) with developmental delays and disabilities, has developed a list of Recommended Practices for the field. Below are examples of [DEC Recommended Practices](#) that support ICC collaboration.

- L3: Leaders develop and implement policies, structures, and practices that promote shared decision-making with practitioners and families.
- L6: Leaders establish partnerships across levels (state to local) and with their counterparts in other systems and agencies to create coordinated and inclusive services and support systems.
- L12: Leaders collaborate with stakeholders to collect and use data for program management and continuous program improvement and to examine the effectiveness of services and supports in improving child and family outcomes.

The 2014 DEC Recommended Practices outline three themes encompassing family practices in Part C Early Intervention.

- Family-centered practices: Practices that treat families with dignity and respect; are individualized, flexible, and responsive to each family's unique circumstances; provide family members with complete and unbiased information to make informed decisions; and involve family members in acting on choices to strengthen child, parent, and family functioning.
- Family capacity-building practices: Practices that include the participatory opportunities and experiences afforded to families to strengthen existing parenting knowledge and skills and promote the development of new parenting abilities that enhance parenting self-efficacy beliefs and practices.
- Family and professional collaboration: Practices that build relationships between families and professionals who work together to achieve mutually agreed upon outcomes and goals that promote family competencies and support child development.

All ICC members are responsible for working collaboratively and respectfully with all members and keeping the child and family-centered in their discussion. Agency representatives can do this by seeking feedback from the ICC members who represent families regarding their experiences, concerns, and needs surrounding the topics discussed.

## Asking Questions

As you listen to the presentations or before the meeting, develop a list of questions (or prompts) to ask. It is not enough to ask the question; you must also know why you are asking it and how you hope it will enhance the participants' learning experience.

- Fact Finding Questions: Who, What, When, Where, Why, and How questions.

- Illuminative questions help participants connect their relationship to what is being discussed. These questions often expose a participant’s emotions regarding the subject. An illuminative question will often have the word “feel” in it, such as “How does this make you feel?” or “What do you find most challenging about the new system?”
- Introspective questions help participants examine their beliefs, values, and assumptions. They are the ‘so what’ questions that help people make sense of situations and demand personal reflection. For example, “How does this change how you want to appear as a practitioner?”
- Decision-making questions: When you need a group to take action, using decision-making questions can help move the process along. Decision-making questions are like: “What do we need to start, stop, and continue to make this a success?” or “What are the next steps?”

The key to being good at asking questions is being skilled at listening and having a natural curiosity about what others think. Strong question-askers want to dig deeper into others’ perceptions and beliefs. When participants know that you are not just asking questions for the sake of asking questions but because you want to hear the answers, you will create an engaged and energized environment.

Reference: Early Childhood Personnel Center. (2022). [Involving families in state professional development](#).

## Action Items

- The ICC will follow [Robert's Rules of Order](#).
- A full quorum must be present to proceed with a vote. A full quorum is equivalent to 51% of the ICC board being present at the meeting. The number of members required to form a quorum may fluctuate over time.
- If an action is voted on and sustained, the Co-Chairs, and Executive Committee will proceed, which may include recommending it to the Lead Agency.

## Unplanned Discussion Items

- If an issue not on the agenda arises during the meeting, it will be noted in the minutes. The Executive Committee will determine whether the issue should be addressed on a future agenda. If the issue relates to subcommittee work, the Executive Committee may delegate it to the subcommittee to address and report back to the ICC as a whole.
- If an agenda item exceeds its allotted time, the Co-chair conducting the meeting can choose to extend the time for discussion or table the item until a future ICC meeting.

## Robert's Rules Summary

ICC Co-Chairs should maintain control, explain clearly, and keep things simple. When in doubt:

- Respect the wishes of the majority.
- Protect the minority.
- Do what is fair and equitable.

## Parliamentary Procedure

- Work together effectively to accomplish the purpose of the committee or board.
- Consider only one matter at a time.
- All members have equal rights, privileges, and obligations.
- A majority vote makes the decision.
- Protect the rights of the minority at all times.
- Every matter presented for decision should be discussed fully. Each member has the right to understand the meaning and effect of a decision.
- Once considered, a matter cannot be brought up again in the same meeting except by a motion to reconsider.

## Fixed Order of Business

1. Call to Order: Review public meeting checklist, including roll call
2. Minutes from the previous meeting
3. Reports, if any
4. Unfinished business
5. New business
6. Announcements
7. Adjournment

## Presentation of Motions

1. Obtain the floor.
2. Make motion clearly and concisely. Stay on topic.
3. Obtain second on the motion. If no second is received, the motion is lost.
4. Discuss motion. When discussing motion, listen to all sides, focus on issues, avoid questioning motives, and be polite.
5. Co-Chair calls for a vote. The presiding officer asks for affirmative and negative votes.
6. Co-Chair confirms the outcome of the vote (i.e., ayes have it, motion carries; nays have it, and the motion fails).

## Public Meeting Laws & Resources

The ICC must follow Utah's Open Public Meetings Act (OPMA). For more info please refer to:

- [Introduction to Utah's Open Public Meeting's Act](#) video
- [Utah Code Chapter 52-4: Open and Public Meetings Act](#)
- [Handbook for Members of the State of Utah Boards and Commissions](#)  
(see p. 19 for a Parliamentary Procedure at a Glance "cheat sheet")
- [May 2018 Open and Public Meetings Summary](#)

## Public Notice & Participation

As a public body, the ICC posts the meeting agenda to the [Utah Public Notice website](#) at least 24 hours before the meeting. To access meeting agendas, minutes, and recordings:

1. Go to <https://www.utah.gov/pmn/index.html>
2. Scroll to the section that says "Browse for Notices." In the Government Type column, select State. In the Entity column, select the Department of Health and Human Services. Select Interagency Coordinating Council for Infants and Toddlers With Disabilities and Their Families in the Public Body column.

To subscribe to automated email notices regarding the ICC:

1. Click on the link below the "Notice Title". That will take you to the page titled "Interagency Coordinating Council for Infants and Toddlers with Disabilities and Their Families."
2. Scroll to the bottom of the page. Enter your name and phone number, and click Subscribe.
3. The email notifications include: the date, time, and place of the upcoming meeting, a Zoom meeting link, the meeting agenda, and minutes from the previous ICC meeting.

## Public Participation

The public has the right to attend an ICC meeting. Members of the public in attendance may participate or comment during the meeting, in addition to the public comment period, when invited by the ICC Co-Chair conducting the meeting.

If attending in person:

- Sit in the seating area behind the ICC board members' table.
- Speak only when invited by the ICC board to do so.

If attending virtually:

- Only ICC Council Members, Invited Guests/Presenters, and ASL Interpreters will appear in the Zoom Gallery.

- ICC Council Members are identified in the Gallery by name tags that feature their name and the ICC composition requirement they fulfill.
- ICC Council Members can communicate with one another using Zoom Chat throughout the meeting. Members of the public do not have access to the Zoom Chat feature.
- During the Public Comment period, members of the public communicate with the Council using the Zoom Q&A feature. All attendees can see Q&A messages on the screen.
- The Zoom Meeting Host can enable audio/video for members of the public as needed.

## Public Comment

The Utah ICC welcomes public comments from individuals, programs, agencies, and others on issues related to young children with developmental delays or disabilities and their families. We want and need your input.

Public Comment is an opportunity to officially address the ICC. People making public comments may express opinions or raise issues related to delivering Part C services to families with children with disabilities age birth to three. Public comment often includes, but is not limited to:

- Opportunities for improvements to the system,
- Praise, concerns about, or criticism of the system,
- Specific questions about the system.

NOTE: Formal individual or system complaints are not under the jurisdiction of the ICC and should be directed to the Baby Watch Early Intervention Program, not the ICC.

Who can make a public comment? Anyone...the general public, agency representatives, families, service providers, or any other system stakeholder.

Why should I make a public comment? Public comment is a “reality check” for Council members. It lets them hear how the program is doing from people directly affected by it, such as parents and service providers. It also allows agency representatives and others to respond to situations, concerns, and issues.

Public comment can be made:

1. In person: when the opportunity for public comment is announced in person at an ICC meeting, stand and move to the facilitator's camera and microphone.
2. Zoom: members of the public can use the Q&A feature to communicate with the Council. All meeting participants will be able to view Q&A messages on screen.
3. Email: before the meeting to [babywatch@utah.gov](mailto:babywatch@utah.gov) or any member of the ICC Executive Committee. If time constraints prevent all public comments from being read, written comments will be read into the meeting record or attached to the minutes. Parents and family members of children with special needs wishing to testify will be heard first.

How long do I have to make a public comment? Comments made in person at an ICC meeting are limited to three (3) minutes. Written comments should be limited to 500 words.

What happens after I make a public comment? The ICC may ask questions, often discuss your points, and even add issues to future agendas. The Executive Committee reserves the right to address comments and questions later. Public comments will be noted in the minutes, and the Executive Committee will review and discuss all public comments after each ICC meeting.

What if I have more questions? Contact an ICC Co-Chair or the ICC Executive Secretary.

## Co-Chair and Executive Committee Responsibilities

The Officers of the ICC will be two Co-Chairs. The Co-Chairs of the ICC will be elected bi-annually and may serve for up to two (2) consecutive terms.

- The Co-Chairs will have staggered terms.
- A Council member being considered for a Co-Chair position must have served on the ICC for at least one year and may not be a representative of the Lead Agency.
- The Co-Chairs will consist of one parent, provider, or agency representative.
- If a Co-Chair cannot fulfill their two-year term, a new Co-Chair may be chosen to complete it.

The Co-Chairs are responsible for the following duties:

- Developing meeting agendas with the Lead Agency and Executive Committee.
- Conducting and facilitating all ICC meetings.
- Working closely with the Lead Agency and Executive Committee between meetings.
- Serving as or identifying ICC members to mentor parent members.
- Facilitating an ICC member orientation periodically.
- Facilitating ICC priority setting annually.
- Calling for an annual election of a new Co-Chair at the May ICC meeting.
- Meeting with new Co-Chairs before their term begins to facilitate leadership transition.

The Lead Agency (Baby Watch) supports Co-Chairs in fulfilling these responsibilities. The following are ways the Lead Agency can provide support after a new Co-Chair is elected:

- Orient them to their Co-Chair responsibilities
- Determine how and when they will meet to create and set agendas throughout the year.
- Share the Lead Agency's priorities and needs for the upcoming year
- Describe the process and timeline for developing and submitting an annual report and the annual priority report.
- Assist in planning the orientation and priority-setting activities for the year.
- Consider contacting [TAESE](#) or [ECTA](#) for support with orientation and priority-setting.

## Executive Committee

The Executive Committee membership shall be composed of:

- Two ICC Co-Chairs
- ICC Executive Secretary (assigned by the Utah DHHS Office of Early Childhood)
- One (non-Co-Chair) Parent Rep nominated/approved by 51% of voting ICC members
- One (non-Co-Chair) Provider Rep nominated/approved by the full ICC
- The Part C Coordinator shall serve as a non-voting member of the Executive Committee

The Executive Committee shall:

- Support the Co-Chairs with the development of the agenda
- Participate in the meeting where the agenda is developed or participate by providing feedback when the draft agenda is emailed to the Executive Committee.

## Annual Report

Co-Chairs are responsible for preparing and submitting the annual report on behalf of the Council. The annual report must be submitted to the Governor and DHHS by February 1st.

- The Executive Committee should decide whether to create its annual report at the November ICC meeting so that there is sufficient time to collect data and draft the report.
- The report should include information on the status of early intervention service programs within Utah.
- The Annual Performance Report (SPP/APR) developed by the Lead Agency can replace the annual report developed by the ICC.
- If the Co-Chairs choose to write an annual report, an action plan regarding the report content and process will be needed.

The Lead Agency has also requested an annual review of ICC recommendations. This document summarizes the ICC's work toward annual priorities, including:

- A list of annual priorities and how they were addressed during the year
- A list of subcommittees and members
- The results of the work completed in the subcommittees
- Recommendations for support or action resulting from ICC and subcommittee work
- The review should be discussed, reviewed, and voted on by the Council before being presented to the Lead Agency.

## Handbook Updates

- The Executive Committee can update the handbook to correct grammatical errors and maintain accuracy.
- All other changes to the handbook will be discussed and voted on by the ICC.
- The handbook may be updated by an ICC subcommittee and approved by vote.