

*Revised 10/11/2011

**PHILADELPHIA INTERAGENCY COORDINATING COUNCIL (PICC):
A COLLABORATION OF FAMILIES, EARLY INTERVENTION PROVIDERS
AND EARLY CHILDHOOD COMMUNITY AGENCIES**

BY LAWS

MISSION STATEMENT

The PICC brings together families, members of the early intervention and early childhood community and other community representatives to (1) identify the needs and priorities of young children and their families, (2) promote awareness of these needs to the community at large, (3) advocate that young children and their families' needs are supported throughout the community, (4) involve the community at large the lives of young children and their families, and (5) make recommendations for the development and implementation of early intervention activities that include and are supported by the community.

ARTICLE I

ORGANIZATION NAME

Section 1. This organization shall be named and known as Philadelphia Interagency Coordinating Council: A collaboration of families, early intervention providers and early childhood community agencies. It will also be known as PICC.

ARTICLE II

GENERAL MEMBERSHIP

Section 1. Parties interested in the delivery of quality early intervention services in Philadelphia are invited and encouraged to become a member of the PICC. Representatives from the following groups will be recruited (to collaborate with) or become PICC members:

- Parents of children with special needs*
- Department of Behavioral Health Intellectual Disability Services (IDS)(Infant/Toddler EI)(Lead Agency)
- Elwyn, Special Education for Early Developmental Success (SEEDS) (Preschool EI)(Lead Agency)
- School District of Philadelphia
- Philadelphia Department of Public Health
- Southeast Regional Key (SERK)
- LEARN representative
- Office of Child Development and Early Learning (OCDEL)
- Child Link (Infant/Toddler Service Coordination)

- Head Start/ Early Head Start Programs (Public and Nonpublic)
- EI Providers (administrators and direct line staff)
- Community Organizations such as: Delaware Valley Association for the Education of Young Children, Child Care Providers, Recreational Facilities, Libraries
- Philadelphia Department of Human Services
- Politicians
- Higher Education representatives
- Health care providers
- Advocates
- Community Behavioral Health (DBH/CBH)

***A goal of the PICC is for its members to be comprised of at least 51% parents. A “parent” is considered to be a caregiver who has the responsibility of parenting a child enrolled in the 0-5 early intervention system.**

Section 2. Membership numbers shall not be limited.

Section 3. A person is considered an active member in good standing by attending the following meetings: General Membership, or by active participation on a PICC committee*

*The Chair(s) of a committee will identify active working members of their committees. Sign-in sheets will be used to take attendance at committee meetings. A member is considered to be in attendance if they participate through conference call or contribute to the completion of written correspondence or reporting.

Section 4. The Lead Agency Group, consists of the leadership of IDS, Elwyn SEEDS and PICC. Group will meet at least quarterly. Administrative Assistant will take meeting minutes to distribute to the General Membership at the following general membership meeting. The Lead Agency Group is responsible for approving the PICC calendar, and budget and overseeing the voting process. In addition the group will facilitate and coordinate the annual retreat, the Interagency Agreement and the Joint Technical Assistance Plan.

ARTICLE III

GENERAL MEMBERSHIP MEETINGS

At minimum, quarterly general membership meetings (4 per/year) will be held per year in different locations of the city. The PICC Co-Chairs will determine the date, time and topics among those suggested for consideration by members. (See Article V)

ARTICLE IV

NOTICES

Section 1. Meeting notices will be distributed in the fall of each year indicating the dates, times, locations and topics of all General Membership meetings for the given year. This

information will also be noted in PICC Newsletter publications and on the PICC website. Flyers will be sent to active early intervention family homes and community agencies that serve the interests of infants, young children and their families.

ARTICLE V

GENERAL MEMBERSHIP MEETINGS

Section 1. The General Membership meetings will occur quarterly, or as needed, from September to June and these meetings shall be open to the general public.

Section 2. The PICC administrative assistant will take the meeting minutes. Minutes will be sent via email, posted on the PICC website and made available at each general membership meeting.

Section 3. Members will participate in a retreat held in the June prior to the start of the upcoming year. The purpose of the meeting is to review the year's achievements/successes and to develop the goals and objectives of the PICC for the upcoming year.

ARTICLE VI

PICC CHAIRS

Section 1. Whenever possible, The PICC will be chaired by one professional representing the Infant/Toddler (Birth to 3) and one professional from the Preschool Early Intervention 3-5system and two parents. It is acceptable to identify leadership that consists of one parent and one professional in years where additional volunteers cannot be identified.

Section 2. Persons eligible for nomination as chairs of the PICC must be familiar with the PICC through attendance at General Membership and/or PICC committees meetings.

ARTICLE VII

VOTING

Section 1. Proposed changes to the By Laws will be available to General Members for comment. Following an open comment period and posting on the PICC website for 21 days, active members of the PICC will vote on the proposed change(s) to the By Laws (see Article XII).

Section 2.
Active members are eligible to vote. (See Article II, Section 3)

Section 3. The vote for PICC Chairs will be accomplished following a nomination period of at least 15 days during May of the election year. Every EI family will be notified by mail

of the third business meeting. Ballots will be sent to eligible voters by e-mail and/or hard copy. **Those** who will vote in Maymust send their vote via e-mail or hard copy to the Administrative Assistant. The Ballot will also be available on the PICC website. Completed ballots will be sent to the PICC [administrative] Assistant for tabulation. Newly elected chairs will be announced at the PICC Retreat (typically in June) of the election year.

Section 4. The term for the PICC Chairs is two years. Previously elected co-chairs cannot be re-elected for consecutive terms. Past co-chairs will act as mentor/advisors to newly elected chairs for the first year following an elected term.

Section 5. In the event that a Chair can no longer perform duties of his/her position, a leave of absence will be granted by the Lead Agency Group and a past chair will assume the responsibilities of the chair on a temporary basis until a new chair can be nominated and elected. If a former chair is unable to assume the responsibilities left vacant, the Lead Agency Group will designate one of its members to assume the position until either the Chair returns, or an election takes place. The Chair appointed on a temporary basis may be nominated if they meet the requirements for nomination as noted in **ARTICLE VI**.

ARTICLE VIII **PICC RESPONSIBILITIES**

Section 1. The responsibilities of the PICC are:

- ❖ To facilitate, with the lead agencies, financial support for the PICC and sponsor child care for families to participate in PICC activities and to sponsor conference scholarships
- ❖ To assist and advise funding sources in their efforts to carry out IDEA, Act 212 and Chapter 14 Rules and Regulations
- ❖ To actively participate in citywide activities which foster increased awareness of early childhood and early intervention
- ❖ To review on a regular basis Interagency agreements as they relate to the PICC
- ❖ To advocate for young children with special needs so they receive consistent and appropriate services and supports
- ❖ To identify children with special needs in Philadelphia who may be eligible for Early Intervention
- ❖ To empower and encourage parents to become an integral part of early intervention process to support their children
- ❖ To promote coordination of programs and services among participating agencies, across funding streams, and among community resources.
- ❖ To provide information to parents about early intervention birth to five
- ❖ To maintain up to date information on citywide resources for families
- ❖ To establish committees to address early intervention issues, including but not limited to, “Newsletter”, “Transition at Three”, “Transition at Five”, etc.
- ❖ To promote public awareness of the PICC and early intervention through its newsletter, meetings, committees and work group activities
- ❖ To link with the State Interagency Coordinating Council and report to general membership
- ❖ To insure the perspectives of parents are represented

- ❖ To facilitate collaboration among families, providers/individuals who work in early intervention
- ❖ To facilitate coordinated systems
- ❖ To review and revise By Laws as needed and vote on proposed changes.

ARTICLE IX
RESPONSIBILITIES OF THE PICC CHAIRS

PICC Chairs have the following responsibilities:

- ◆ To network with families, stakeholders, providers and other community agencies that interface with early intervention
- ◆ To insure that all stakeholders perspectives are represented
- ◆ To insure that parents are represented
- ◆ To assure that families' concerns are presented and are addressed through a Conflict Resolution process
- ◆ To foster the implementation of family and child centered practices through PICC activities
- ◆ To schedule meetings for the Lead Agencies and General Members
- ◆ To represent PICC at local and state early intervention activities
- ◆ To supervise the PICC administrative assistant
- ◆ To network with the SICC regarding citywide early intervention issues as needed
- ◆ To ensure that the PICC plan is reviewed and followed
- ◆ To submit articles for the PICC Newsletter
- ◆ To ensure that the General Membership participants reflect the diversity, cultural and geographic aspects of the city
- ◆ To address systems issues are brought to the Lead Agencies and General Membership for discussion
- ◆ To network with other community agencies that serve/interface with early intervention families

ARTICLE X
PICC NEWSLETTER

Section 1. The PICC will issue a newsletter. A committee will be formed from the General Membership with at least one member of the Core Group as a participant. The Newsletter will be published at least once a year.

Section 2. Articles for the Newsletter will include updates from the various committees and work groups, topical information for parents' use, important dates of upcoming events and a recap of a past General Membership meeting keynote speaker/topic. Families will be encouraged to author articles.

Section 3. The PICC Newsletter will be distributed to active early intervention parents, key stakeholders and others to whom the contents will be useful/helpful. The Lead Agencies will review the distribution process annually with the Newsletter Committee.

ARTICLE XI **COMMITTEES/WORK GROUPS**

Section 1. Standing committees and work groups will be formed as needed to address ongoing and/or timely issues. These committees and work groups include, but are not limited to:

- Communications Workgroup Committee: includes Newsletter committee and activities related to the Website and education/outreach
- FIRST Committee (Family Involvement, Resources, Support and Training) . FIRST is responsible for the oversight of Families First, and Family Fun Day activities.
- Transition at 3 (committee)
- Transition at 5 (committee)
- Inclusion Work Group (Committee)
- Lead Agencies Group (represented by I/T 0-3, SEEDS (3-5) Co-chairs)

Section 2. Chairs for committees will volunteer for the position. There can be one chair or co-chairs (When possible, we will attempt to have a co-chairs represent each Lead Agency.)

Section 3. Committees and work groups will meet at least twice a year, or as needed to address the goals of their Committee. Committees will take attendance and minutes on the form provided by the PICC and submit to administrative assistant and co-chairs prior to each general membership meeting. (See attachment.)

Section 4. Committee Chair(s) will notify PICC chairs of committee meetings. Preapproval from the Lead Agencies is required for all mailings, flyers etc.

ARTICLE XII **AMENDMENTS**

Amendments to these By Laws may be suggested by any member of the General Membership. Any proposed changes to the by-laws will be posted for a period of 21 (see Section VIII) days for comments. The proposed changes will be voted on at the first PICC meeting following the 21 day period.