

# Sumner County tiny-K Advisory Committee Guidelines

Stated on 7/27/2010

## I. Purpose

Serving as the Local Interagency Coordinating Council for Sumner County, the purpose of the tiny-K Advisory Committee is to coordinate early intervention services for infants and toddlers with disabilities and their families living in the Sumner County area.

## II. Functions

- a. Establish (1) A Part C lead agency; and (2) a Part C fiscal agency. The Part C lead and fiscal agency may be the same entity.
- b. Develop a public awareness program that informs community members about child find activities, the central point of contact, and the availability of early intervention services.
- c. Assure that developmental screening activities are readily available within the area at least monthly.
- d. Establish appropriate methodologies to gather information and explore issues that will maintain and/or improve service delivery within the area.
- e. Encourage and facilitate the development of interagency agreements to promote a comprehensive service delivery system.

## III. Membership

The Committee shall consist of members who are representative of the community as it relates to the above noted purpose, including at a minimum the following:

- a. Two parents of children with disabilities.
- b. A representative of a health or medical agency actively involvement with young children.
- c. A representative of a local educational agency with responsibility for the education of children with disabilities.
- d. A representative of a social service agency involved in the lives of children.
- e. A representative of the local mental health center.

## IV. Committee Facilitation

The Futures Unlimited, Inc. Children's Council shall designate a facilitator for the committee. The committee facilitator will preside over, coordinate, and document the business of the committee.

V. **Meetings**

- a. The committee shall meet at least quarterly.
- b. Additional meetings may be scheduled, as determined by the committee facilitator or as requested by the Futures Unlimited Children's Council.
- c. A tiny-K representative as determined by the meeting facilitator, will attend the Children's Council meeting, serving as a liaison between the two entities.