

**NEW YORK CITY DEPARTMENT OF HEALTH & MENTAL HYGIENE
DIVISION OF FAMILY AND CHILD HEALTH
BUREAU OF EARLY INTERVENTION**

**OPERATING PRINCIPLES FOR
NYC Local Early Intervention Coordinating Council (LEICC)**

Adopted July 26, 2016

1. Members of the New York City Local Early Intervention Coordinating Council (LEICC) shall be appointed by the Early Intervention Official (EIO) in accordance with New York Public Health Law §2554.
2. The LEICC Chairperson is appointed by the EIO from among the members of the LEICC. The EIO will consult with the Deputy Commissioner of the Division of Family and Child Health regarding this appointment. The EIO will also notify the Commissioner of Health regarding the Commissioner's appointment of the LEICC Chairperson to the Health and Mental Hygiene Advisory Council.
3. LEICC membership is an appointment of an individual, not an organization, and as such is not transferable to another individual when the appointed member is unable or unwilling to maintain attendance responsibilities.

An exception is made for representatives of City agencies who are on the LEICC by virtue of statute, and who have the authority and knowledge to represent the agency on the LEICC. This representative shall be a permanent designee and not be changed from meeting to meeting.

4. Other than LEICC members who are representatives of City or State agencies or the Department of Education as provided for in Public Health Law §2554, members of the LEICC shall be appointed by the EIO for a term no longer than two (2) years, and are eligible for reappointment for one additional two-year term upon review of the member's attendance at LEICC meetings and participation in the work of LEICC committees.
5. There shall be an Executive Committee comprised of the Chairperson, each committee chair, the EIO, and senior NYC Department of Health and Mental Hygiene, Division of Family and Child Health's Bureau of Early Intervention (NYC BEI) staff. The purpose of the Executive Committee is to develop agendas for LEICC meetings, coordinate the work of the committees, and generally oversee the functioning of the LEICC and its committees.
6. Each LEICC committee shall be chaired by an LEICC member. Committee chairs shall be appointed by the EIO in consultation with the LEICC Chair. NYC BEI staff shall co-chair each committee and provide administrative support for the committee. Non-LEICC members may serve on committees subject to designation by the Committee Chair in consultation with the LEICC Chairperson and approval by the EIO.

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7. Each LEICC committee shall have a mission statement which clearly delineates the focus of that committee's activities. The mission statement shall be approved by the Executive Committee.

The LEICC shall establish Committees and Task Forces based upon program need. All committees in existence as of the date of the adoption of these Operating Principles shall be reviewed for relevance by the Executive Committee and the EIO in accordance with these Operating Principles.

The Executive Committee shall annually review the composition and work output of committees to ensure their continued relevance to the current needs of the Early Intervention Program. Based upon that review, the Executive Committee will determine the committees that will continue for the subsequent year.

8. Committee activities could include, but are not limited, to areas such as professional development, legislative and regulatory actions, family involvement, natural routines, clinical issues, and policy development. When issues requiring attention are identified by the NYC BEI, they shall be discussed with the LEICC Chairperson for assignment to an appropriate committee, or for creation of a Task Force.
9. A description of actions proposed by committees for approval or endorsement by the LEICC shall be distributed electronically to LEICC members at least one (1) week prior to the LEICC meeting at which a vote of approval will be requested. All LEICC actions/recommendations shall be considered advisory to the NYC BEI.

In instances where a decision with regard to a committee action or other action must be made sooner than would be feasible to convene the full LEICC, the Executive Committee shall be empowered to act on behalf of the LEICC.

10. In accordance with §2554(4) of the Public Health Law, the LEICC shall report annually to the EIO on the adequacy of the Early Intervention system to ensure the availability of family-centered, coordinated services. The Executive Committee, under the direction of the LEICC Chairperson, and in collaboration with the EIO, shall prepare and coordinate the issuance of such report.
11. The Executive Committee shall review these Operating Principles every three (3) years.