

City of Alexandria, Virginia

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MEMORANDUM

DATE: JANUARY 28, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHIL SUNDERLAND, CITY MANAGER *PS*

SUBJECT: CONSIDERATION OF THE REQUEST BY THE ALEXANDRIA
COMMUNITY SERVICES BOARD TO CREATE A 0.5 FTE GRANT
FUNDED INTERAGENCY COUNCIL COORDINATOR POSITION

ISSUE: City Council consideration of the Alexandria Community Services Board's request to create a 0.5 FTE grant-funded position to assist with administrative and reporting requirements of the Parent Infant Education Program for infants with, or at risk of, developmental delays.

RECOMMENDATION: That City Council approve the creation of a 0.5 FTE position for a Part C Interagency Council Coordinator. This grant-funded position would terminate upon the expiration of the grant. The individual who will fill this position will be notified of this condition of employment at the time they are hired, and will sign an agreement of understanding with regard to this condition.

BACKGROUND: As required by the State of Virginia, every jurisdiction is mandated by Part C of the Federal Individuals With Disabilities Education Act (IDEA) to maintain an early intervention program for infants with, or at risk of, developmental delays. Funding for provision of these services is allocated through an annual agreement between the Alexandria Community Services Board and the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services, Part C Office. Allocated funds, which are overseen by the local Interagency Coordinating Council (ICC), may be used for direct services, including staffing and contract provision of services; indirect services, including materials, transportation, and interpretation/translation; and council operations, including an Interagency Council Coordinator.

DISCUSSION: The FY 2002 Interagency Coordinating Council (ICC) budget has been approved by both the Alexandria Community Services Board and the Alexandria ICC. This budget includes funding for a 0.5 FTE ICC Coordinator position in the amount of \$37,640. This position has become necessary due to an increase in State requirements, such as increased public awareness responsibilities; a self monitoring system implemented in FY 2002¹; and collection of

¹The self-monitoring system is called MIMS (Monitoring and Improvement Measurement System), which uses a locally driven, several phase, self-study implementation model to determine how well a local council provides early intervention services to infants and toddlers

family survey data. In addition, the Council Coordinator will staff the ICC, coordinating monthly meetings, acting as liaison with other ICCs and with the State Part C office, overseeing activities of contract Parent to Parent coordinators, responding to requests for information from outside agencies and the State Part C office, and collecting information and writing reports as requested by ICC members. To date, the Parent Infant Education (PIE) Coordinator has performed the ICC Council Coordinator duties. However, in addition to the increase in ICC-related duties and requirements, the PIE program has experienced a steady increase in child referrals². It has become necessary to relieve the PIE Coordinator of the ICC duties for effective functioning of the early intervention program.

FISCAL IMPACT: The position will be funded by an increase in the FY 2002 Part C contract allocation. The City has received \$37,640 for this position and these funds were appropriated by City Council in the FY 2002 Reappropriation Ordinance on October 9, 2001. It should be noted that there are no monies in the City budget to continue these activities once the grant funds are expended. The grant-funded position will terminate upon the expiration of the grant, and the individual who fills this position will be notified of this condition of employment.

ATTACHMENTS: None.

STAFF:

Dr. William Claiborn, Director, Department of Mental Health, Mental Retardation and Substance Abuse

with developmental delays and how well they meet federal and State laws and regulations that govern early intervention services.

²From FY 2000 to FY 2001, PIE referrals increased 24 percent, from 150 to 186. Referrals in the first six months of FY 2002 numbered 103, putting FY 2002 referrals on track to be 206, which is an additional 11 percent growth over FY 2001.