

LICC Quick Guide for New Chairs



Welcome to your new role as LICC Chair/Co-Chair! This guide was created for willing leaders (like you!) who step up or were handed this role without a ton of guidance on what exactly they should be doing. We hope it will help you get your bearings, develop a plan, and learn how to lead effectively. Please utilize the resources and contacts available – they are here to support you!

First things first...What is an LICC?

A Local Interagency Coordinating Council (LICC) is a community-based leadership, advisory, and action group that brings together families, providers, and partners to strengthen early intervention services for young children and their families. It is recommended that a Local Interagency Coordinating Council be organized for each county as they play a critical role in advancing Child Find (see LICC Manual p. 5-6 and Appendix D for more information on Child Find) at the community level. Some of the most effective LICCs have active members across agencies such as health care providers, early childhood programs, schools, and community organizations.



Your Role as Chair/Co-Chair

- Connect people across systems through regular meetings
- Keep the group focused and engaged
- Move ideas into action that fulfill child find activity requirements and community needs
- ***Ensure families are centered***



Your First 90 Days

Step 1: Get Grounded (Weeks 1–2)

Understand your membership and partners. Listen first – what’s working and what’s not? Use this checklist to determine if you are missing key members across agencies. You don’t have to have all these people present to make your LICC effective; however, you can use the checklist below as a guide to see what gaps you might be able to fill by inviting new members, especially if participation is low or declining.

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| ✓ Family Partners – think broad (parents, grandparents, adoptive parents, foster parents, kinship caregivers, adult siblings, etc.) | ✓ Coordinator or rep of preschool disabilities program | ✓ CDSA director or representative |
| ✓ Family Support Network, ECAC, or other Family led organization | ✓ Local Management Entity-Managed Care Organizations | ✓ Local health department |
| ✓ Smart Start Partnership representative | ✓ Department of Social Services (DSS) representative | ✓ Medical Community , especially pediatricians or Federally Qualified Health Centers |
| ✓ Head Start and/or Early Head Start | ✓ Child care community and Child care Resource and referral agencies | ✓ Department of Public Instruction from the Early Learning Sensory Support programs |
| ✓ Military Early Intervention programs | ✓ Local ABA clinic providers | ✓ Representatives from grassroots disability focused organizations , especially those representing historically under-represented groups |
| ✓ NICU representatives | ✓ Business community | ✓ Infant-toddler specialists |
| ✓ Elected officials | ✓ Local community college and university professors in the field (researchers, professors, etc.) | ✓ Representative from faith based organizations with interest in supporting LICC work |

Step 2: Get Organized (Weeks 3–4)

Set a consistent meeting schedule. Use a simple agenda, take notes, and ensure notes are shared. Most LICCs around North Carolina have virtual monthly meetings. Those with access to space utilize in-person “lunch in’s” or quarterly in-person meetings to bolster connections. Also consider attending an LICC meeting in a neighboring county or a virtual meeting run by an established LICC in another part of the state to get a feel for how they run. LICC Chair contacts by county can be found on the [LICC Resource Padlet](#).



Step 3: Learn about Child Find and Explore Mini-Grant Opportunities (Month 2)

You can learn more about Child Find, Child Find Activity reports, and Mini-Grant opportunities in the LICC Manual and on the [LICC Resource Padlet](#). LICC Chairs and Co-chairs can apply for mini-grant funding between September 1 - 30 of each year. Grants are \$800 and are managed by the Winston-Salem CDSA. The application documents are also on the [LICC Resource Padlet](#). LICCs have used the funds to host resource fairs/diaper drives, a breakfast with Santa, distribute sensory toys to local clinics or child care centers, pay parent stipends for meeting attendance and/or pay for child care during meetings, and even to supplement food supplies at a local food bank.

The key here is to start small and not to get overwhelmed. You can share materials, attend events, or just focus on building one new partnership this month.

Step 4: Ask Questions and Set Priorities (Month 2 – 3)

Ok – you’ve been at this for a bit and your feet are wet. This is the time the questions start coming in, and you probably have a list of things you are still trying to figure out. Hop on the [LICC Resource Padlet](#) and request personalized technical assistance support and/or post your questions to the moderated Q&A. We’ve got you!



Once your questions are answered and you’re feeling more confident, choose 1–2 priorities for your LICC based on community needs, gaps, and any interests or concerns that have surfaced in your LICC meetings so far. This is where your leadership shines and the group will thank you for guiding them toward action and purpose.

Step 5: Take Action (Month 3)

At this point, you may have a plan for your Child Find activity. Consider structuring meeting agendas so they offer a balance of community updates with planning your event or activity.

Participants will come to meetings when they are useful, relevant, and connected to action. The more you can utilize meeting time to feel like networking and problem-solving, the more you will expand outreach, strengthen partnerships, and improve access to early intervention services.

Keys to Success

- Consistent meetings
- Active, diverse membership
- Clear priorities
- Real action and follow-through
- **Strong family engagement**

Final Thought

You don't have to do everything. Your job is to connect, focus, and move the work forward.

Important Links and Contacts

North Carolina LICC Resource Padlet: <https://padlet.com/LICCNetwork/north-carolina-s-licc-resource-padlet-fg3gmq0eb9yat1oq>

North Carolina Infant Toddler Program: <https://www.ncdhhs.gov/itp-beearly>

Statewide Interagency Coordinating Council Website:

<https://www.ncdhhs.gov/divisions/child-and-family-well-being/north-carolina-infant-toddler-program-nc-itp/councils>

Brian Deese, Deputy Director of Early Intervention and Part C Coordinator

brian.deese@dhhs.nc.gov

Angie Phipps, Director of Comprehensive System of Personnel Development

Angie.phipps@dhhs.nc.gov