

## **Early childhood Development/Health Services Advisory Council**

### **Operational Guidance**

#### **I. PURPOSE**

The Council will advise the Chicago Department of Family and Support Services in the planning, operation, and evaluation of health and child development services that support and foster the physical, cognitive, social and emotional development of the child.

#### **II. THE COUNCIL**

##### **A. STRUCTURE**

There will be a Council with membership from each delegate agency. This body will approve all policy recommendations before submission to the Department for adoption. The Council will be comprised of four (4) content area Committees. These committees will develop policies and submit them for approval by the full Council.

##### **B. MEMBERSHIP COMPOSITION**

The Council will consist of the following members:

1. One representative from each Head Start/Early Head Start delegate agency. If a delegate agency has both programs, the member will represent both programs. Each delegate agency will select the members for the Council. Agencies serving more than 1,000 children may send two members to the Council.
2. One staff representative from each Child Care delegate agency without Head Start or Early Head Start Programs.
3. Eight (8) representatives from the Parent Policy Council.
4. At least one community representative to reflect each of the following content areas: Medical/Dental/Nutrition/Mental Health, Early Childhood Development, Disabilities Services, Social Services/Parent Involvement
5. The DFSS Medical, Dental and Disabilities Consultants.
6. At least one grantee staff representing each content area.

**C. QUALIFICATIONS**

Designation of membership will be based on:

1. Interest;
2. Access to resources;
3. Availability to serve;
4. Professional expertise, experience, and/or training.

**D. CONDITIONS OF MEMBERSHIP**

1. Each agency will have membership on the council.
2. Each agency will be responsible for designating a member to sit on the Council.

**E. ATTENDANCE/RESIGNATION**

1. Each delegate agency is responsible for the participation of its member(s).
2. Any council member who can no longer serve will submit a letter of resignation to the chairperson designating their intent to resign. Letters submitted by a delegate agency will include the name of a replacement.

**F. OPERATION/MEETINGS**

1. The Council will meet at least four times per year. The first meeting will occur in September and will serve as an orientation meeting and to set the agenda for the coming year. Both Council and Committee members will attend this meeting. The Council meetings will convene one month after the official committee meetings, except for the last committee meeting of the program year.
2. Grantee staff will co-chair the meeting with the Medical Consultant, a delegate agency representative and a parent. The delegate agency representative will be elected by the membership at the first meeting of the Council and will rotate on an annual basis every November. The parent co-chair will be elected by the parent members and will be replaced according to the Parent Policy Council rules. The grantee co-chair will take the leadership role in coordination of meetings.

**G. DUTIES OF THE COUNCIL**

The duties of the Council will include:

1. Advise DFSS in the establishment of goals and objectives for each content area.
2. Approve by majority vote, policy recommendations of the committees.
3. Recommend policy issues that impact upon the delivery of services to families and children enrolled in Head Start/Early Head Start and Child Care programs to the committees for review and development.
4. Assist DFSS in the review and revision of grantee management plans.
5. Assist in the review and evaluation of program operations.

#### **H. DUTIES OF CO-CHAIRS**

1. Confirm space
2. Order refreshments
3. Discuss and develop meeting agenda with co-chairs.
4. Identify and copy documents required to support agenda.
5. Issue meeting notices to members and copy to DFSS. Include preliminary agenda and minutes from previous meeting.
6. Provide support materials for the meeting, e.g., flip charts, markers, A/V equipment, etc.
7. Select one chairperson to run the meeting.
8. Begin meetings on time.
9. Co-chairs will support the meeting chair in moving meeting along.
10. Appoint minute taker.
11. Summarize meeting recommendations.
12. Finalize minutes and forward copies to members and DFSS.
13. Finalize policies to be forwarded to DFSS.
14. DFSS co-chair will be responsible for mailing all minutes to delegate agency programs.
15. Ensure that appropriate membership is maintained.

#### **I. VOTING**

Voting will be by majority present at any given meeting. DFSS staff will be non-voting members of the Council

#### **J. COMMUNICATION**

1. The Council will record minutes at each meeting.
2. Minutes of the Council meeting will be shared with each Committee and the Parent Policy Council and DFSS.
3. Minutes of the Council will be mailed to all delegate agencies.
4. Recommendations will be made through the minutes to the Department.

5. The Department will provide a written response before the next meeting date of the Council.
6. Meeting dates for the next year will be designated at the last meeting of the program year.

### **III. THE COMMITTEES**

#### **A. STRUCTURE**

The four (4) content area Committees will develop and submit policies to be approved by the Council for recommendation to the DFSS. These Committees are as follows:

- a) Medical/Dental/Nutrition/Mental Health Committee
2. Early Childhood Development Committee
3. Disabilities Services Committee
4. Social Services/Parent Involvement Committee

#### **B. COMPOSITION**

The Committees will consist of the following members:

1. Committee members are selected from the Council membership whose interest has been identified by the delegate agency. One member may serve on no more than two committees.
2. At least two (2) parent representative from the Parent Policy Council.
3. At least (1) Early Head Start delegate agency representative.
4. At least one (1) staff representing Child Care Agencies.
5. At least one (1) Community representative, based on content area expertise on each Committee. These members will be designated by DFSS in collaboration with the ECD/HSAC.
6. DFSS and/or co-chairs may invite interested qualified persons to become members of the committee. A list of such members will be maintained and shared with the Council members and DFSS.
7. Grantee staff, delegate agency staff and parent policy council will serve as co-chairs. The grantee medical, dental and disabilities consultants will serve as co-chairs of the medical/dental/nutrition and disabilities committees. Grantee will take the leadership role along with co-chairs in coordinating the committees.

#### **C. QUALIFICATIONS**

Designation of membership will be based on:

1. Interest;
2. Access to resources;
3. Availability to serve;
4. Professional expertise, experience and/or training.

**D. CONDITIONS OF MEMBERSHIP**

1. Designation of new members will be made in September of each year.
2. Each delegate agency is responsible for the participation of its members. Chronic absentees (missing of half of meetings) will be terminated.
3. A member may not designate an alternate to attend committee meetings in his/her absence.
4. Any committee member who can no longer serve will submit a letter of resignation to the chairperson designating their intent to resign. Letters submitted by a delegate agency will include the name of a replacement.

**E. OPERATION/MEETINGS**

1. There will be at least (4) official Committee meetings per year, but committees may meet more often as deemed necessary. The first official meeting will occur in October.
2. The Committees may form ad-hoc committees and task forces as needed.
3. Grantee staff will take the leadership role, along with the co-chairs, in coordination of meetings.

**F. DUTIES OF THE COMMITTEES**

The duties of the Committees will include:

1. Develop and refine policies that impact upon the delivery of services to families and children enrolled in child care programs for recommendation to the Council.
2. Prepare policy statements for submission to the Council for approval.
3. Develop issues recommended by DFSS or the Council.

**G. DUTIES OF CO-CHAIRS**

1. Set up meeting schedule.
2. Confirm space.
3. Order refreshments.
4. Discuss and develop meeting agenda with co-chairs.

5. Identify and copy documents required to support agenda.
6. Issue meeting notices to members and copy to DFSS. Include preliminary agenda and minutes from previous meeting.
7. Prepare meeting handouts.
8. Provide support materials for the meeting, e.g., flip charts, markers, A/V equipment, etc.
9. Select a chairperson for the meeting.
10. Begin meetings on time.
11. Co-chairs will support the meeting chair in moving meeting along.
12. Appoint minute taker.
13. Summarize meeting recommendations.
14. Assign tasks to members.
15. Finalize minutes.
16. Finalize policy recommendations to be forwarded to the Council for approval.
17. Provide reports to the Council.
18. Ensure that appropriate membership is maintained.

#### **I. VOTING**

Voting will be by consensus.

#### **J. COMMUNICATION**

1. When necessary, component integration will be addressed as part of the meeting agenda.
2. Minutes will be recorded at each committee meeting and mailed to DFSS.
3. The chairs will be responsible for reporting the minutes at each Council meeting.
4. Minutes of the Council meeting will be shared with each Committee and the Parent Policy Council.
5. Minutes of each Committee with the other Committees through the chairpersons.
6. Multi-regional concerns will be raised on each agenda.
7. Meeting agendas will be mailed in advance to DFSS and members.
8. Time lines for accomplishing tasks will be set by each committee.

#### **IV. SELECTION OF CHAIRS**

- A. The Delegate agency chair and co-chairs of the Council and Committees will be elected at the first meeting of the program year.
- B. Chairpersons should assume their responsibilities immediately upon selection/designation.

**V. CHANGES TO COUNCIL STRUCTURE**

Advisory Council structure will be reviewed annually and changed as needed by the Steering Committee. The steering committee will consist of the co-chairs of the council and committees.

**VI. STEERING COMMITTEE**

The Steering Committee is an **ad hoc** committee consisting of co-chairs of the Council and Committees that meets periodically to review and revise the structure and operation of the ECD/HSAC.