SECTION I	NOMINATIONS FOR COUNCIL
Council	MEMBERSHIP AND CHAIRPERSON
Early Childhood Coordinating Council	May 9, 2007: November 2012

### **Purpose:**

As established in Article VII, Section 1 and 3 of the approved Bylaws of the Idaho Early Childhood Coordinating Council, the Governance Committee will assume the responsibility to ensure continuity of Council leadership and the quality of Council decision-making through the systematic recruitment, retention and support of Council membership.

### **Duties:**

The Governance Committee shall be responsible for the following activities on behalf of the Early Childhood Coordinating Council:Council Member recruitment and retention: To develop and maintain annual nominations to recruit individuals qualified to meet federal and state requirements for Council membership, which is to be submitted to the Governor annually (June/July) for appointment.

- a. The Governance Committee will recruit and receive nominations for Council membership at any time by submission of an Idaho Application for Appointment. All nominations received by the Governance Committee throughout the year shall be presented to the full Council at the quarterly meeting immediately following receipt of the nominations for comment. All nominations affirmed by the Council shall be placed on file in the Council office for a period of one year for subsequent submission to the Governor when vacancies occur.
- b. Any objections to a nomination for Council membership must be presented in written or electronic form to the Governance Committee within seven calendar days following the presentation of the nomination to the Council. Any objections to a nomination should be based only on the nominee's inability to perform the duties of Council membership or documented malfeasance. Consideration of the written objection will be completed by the Governance Committee, in consultation with Program Staff, within seven calendar days of the receipt of the written objection. The nomination will then be accepted or rejected based on the stated criteria for membership. The Committee Chair will notify the individual filing the objection of the outcome, and all objections will be kept confidential.
- c. Any letters of support for a nominee for Council membership must be presented in written form to the Governance Committee within seven days following the presentation of the nominee's name to the Council. Letters of support for a nomination should be based on the nominee's ability to perform the duties of Council membership. The letters of support will be attached to Idaho Application for Appointment when forwarded to Governor.
- d. When vacancies occur in Council membership, Program staff will inform the Governor's office of the vacancy and will submit nominee(s), taking into account geographic distribution and area of representation as defined in the Executive Order 2011-15 and state and federal codes. Parent representatives should, when possible, represent a cross-section of children with disabilities and their respective age groups.
- e. In April of each year, the Governance Committee shall contact all Council members whose terms expire in August to determine their intentions regarding reappointment. All members wishing to be reappointed should submit an Idaho Application for Appointment by May 1<sup>st</sup>. Council staff will update the list of Council members seeking reappointment and will forward the list to the Governor's office no later than July 31<sup>st</sup>.

- f. The Governance Committee may submit nominations to the Governor from specific groups which represent the defined categories of membership or from the state-at-large in order to maintain a balanced membership, based on need and availability of positions.
- Council Member Orientation and Training: To develop and maintain systematic procedures for the provision of new-member orientation on a regular basis in order to provide those individuals with information required to assume the tasks and responsibilities of Council membership. In addition, the Governance Committee may facilitate and/or direct Council trainingGovernance Committee.
  - a. The Governance Committee shall work with Program staff to prepare and maintain orientation materials for all new members which includes, at a minimum, Council Bylaws, Policies and Procedures, Committee roster, and pertinent state and federal legislation. This manual shall be provided to all new Council members during orientation to the Council.
  - b. Program staff or Governance Committee shall present an orientation session for new Council members in conjunction with the regular quarterly meeting following the reorganization of the Council each year. Orientation can be provided by Program staff on an as-needed basis throughout the year.
  - c. The Governance Committee shall facilitate the planning and implementation of any training for Council members as Governance Committee determined which supports the full and active participation of all Council members.
- 2. Nomination of the Council Chair: To develop and maintain systematic procedures for the selection of prospective nominee(s) for the position of Council Chair for subsequent submission to the Governor on an annual basis.
  - a. At the second quarterly meeting of each calendar year (i.e., spring meeting) the chair of the Governance Committee will announce the acceptance of nominations for the position of Council Chair from among Council members.
  - b. Council nominees shall serve for a term of three years and Council Chair shall be eligible for appointment for two consecutive terms as Chair.
  - c. Council members may nominate themselves or any other Council member with his or her prior consent. All nominations shall be in writing, and can be submitted to the Governance Committee, and should include a brief vita of the nominee. All nominations shall be confidential.
  - d. By June 1, the Governance Committee shall meet with council staff to review the list of nominations and prepare a recommendation for submission, by the council staff, to the Governor no later than July 31<sup>st</sup>. The appointment of the Council Chair is at the discretion of the Governor.
- 4. Removal of a Council Member(s): To develop and maintain systematic procedures for the removal of Council member(s) for lack of participation and/or malfeasance.

- a. Any Council member may formally request the removal of another Council member by filing a formal letter of objection with the Governance Committee. This letter of objection must include the specific reasons for the recommendations and any supporting documentation.
- b. After receiving a request for removal of a Council member, the Governance Committee shall meet to consider the request within ten calendar days of receipt of the letter of objection. If the Committee determines that there is just cause to recommend removal based on stated criteria, the Committee shall inform that individual member of the formal objection in writing and allow ten calendar days for response.
- c. If no response is received from the member in question, the Governance Committee shall inform the lead agency Director of the objections. With consensus of the Executive and the lead agency Director, the Governance Committee, through council Staff shall inform the Governor's office of the recommendation for removal.
- d. If a formal response is received from the member in question, the Governance Committee shall provide all written documentation to the lead agency Director for recommendation for formal action. The decision for removal from council membership is at the discretion of the Governor.
- e. The council member in question will then be notified, in writing of the decision.

SECTION I Council	COUNCIL ACTIVITY REQUIREMENT
Early Childhood Coordinating Council	May 9, 2007: September 2012

## **Mission Statement:**

Provide leadership and education, and coordinate resources for Idaho's young children and their families.

## **Purpose:**

- 1. To advise and assist the lead agency in the performance of the responsibilities to early intervention services, particularly the identification of the sources of fiscal and other support for services for early intervention programs, assignment of fiscal responsibility to the appropriate agency, and the promotion of the interagency agreements and collaborations;
- 2. To advise and assist the lead agency in the preparation of applications and amendments thereto;
- 3. To prepare and submit an annual report to the Governor and to the Secretary of Education on the status of early intervention programs for infants and toddlers and their families operating within the state: and
- 4. The Council shall be designated as the state early childhood council and responsible for developing a sustainable and coordinated statewide-plan. This plan will achieve mutually defined goals for early childhood with evidence-based outcomes and approval and support from stakeholders, as well as the Governor, and will:
  - b. Facilitate the activities of the Council, which will establish an ongoing communication network between state agencies, policymakers, families, stakeholders and communities for the purpose of planning and implementing a coordinated system of early childhood in Idaho; Develop multiagency state partnerships among critical stakeholders;
  - c. <u>Compile resources and identify information on the current best practices in early childhood</u> systems building;
  - d. Provide a comprehensive statewide mapping of existing early care, learning programs and resources, as well as existing gaps every three to five years;
  - e. Support partnerships to align current initiatives in the support of a comprehensive system of early childhood professional development;
  - f. Increase public awareness of quality early care and learning programs as a critical part of the foundation to promote healthy families and communities;
  - g. Align policy and funding systems to develop and support integrated early care and learning system development;
  - h. Align data from multiple systems to follow indicators of well-being for young children and their families;
  - i. Recommend a statewide professional development system and career ladder for Early Childhood Education;
  - j. Approve high quality state learning standards; and
  - k. Assess the capacity and effectivemess of institutions of higher education in the state to support the development of Early Childhood Educators.
- 5. The Early Childhood Coordinating Council shall perform all duties and functions as directed in Executive Order 2011-15 and the established bylaws of the Council with expanded and strengthened roles and responsibilities as follows;

- a. Assure the Council's scope, covers all children from birth through five and their families, statewide:
- b. Implement, and sustain a statewide early care and learning strategic plan that maintains the framework of health, social and emotional development .early care and learning, parent education, family self-sufficiency and systems development
- c. Advises and assists the lead agency to develop and implement policies that constitute the statewide early intervention system;
- d. Assists the lead agency in achieving full participation, coordination and cooperation of all appropriate public agencies;
- e. Assists the lead agency in implementation of the statewide early intervention system by establishing a process that includes:
  - i. Seeking information from service providers, service coordinators, parents and anyone else in contact with young children on a professional or personal level about any federal, state or local policies that assures service delivery; and
  - ii. Taking steps to ensure that policies are enforced.
- f. Assists the lead agency, according to the Idaho State Plan and Interagency Agreements in the resolution of disputes;
- g. Identifies sources of services and funding;
- h. Identifies funding responsibilities of appropriate agencies;
- i. Advises and assists the lead agency in the preparation of applications and amendments to the applications;
- 6. Assists in the preparation of an annual report to the Governor and the U.S. Secretary on the status of early intervention service programs operating in the State which includes program data and information required by the Secretary for the reporting year; and
- 7. Assures equitable distribution of resources based on critical variables, which may include birth rate (census) child count, program needs and unmet needs.
- 8. The Council shall review and approve an annual data collection report submitted by Part C program staff
- 9. The Council is to demonstrate that public participation requirements have been met including
  - a. Maintaining a summary of public comments; and
  - b. Recording copies of news releases and advertisements used to provide notice of pubic hearings.

#### **Procedures:**

The Council shall be composed of at least:

- i. Parents of young children to include at least 20 percent of Council membership who are parents of young children with developmental delays or disabilities;
- ii. At least 20 percent private providers of early intervention services;
- iii. At least one (1) member of the Idaho Legislature;
- iv. At least one (1) person involved in personnel preparation;
- v. The superintendent of public instruction, or designee;
- vi. A physician or health care professional skilled in early intervention;
- vii. A representative of the State Medicaid agency;
- viii. A representative of the State child welfare agency responsible for foster care;
- ix. A representative of the State agency responsible for children's mental health;
- x. A representative of the State agency responsible for maternal and child health;
- xi. A representative of the State governance of insurance;
- xii. A representative of the office of the Coordinator of Education of the Homeless;
- xiii. A representative of the Idaho Migrant Council or Migrant Head Start Program;
- xiv. A representative of the State agency responsible for child care;
- xv. A representative from the Head Start Association or program.
- xvi. A representative of the Head Start Collaboration office;

- xvii. A representative of the Idaho Infant Toddler Program, IDEA Part C;
- xviii. A representative of the Idaho Council on Developmental Disabilities;
- xix. A representative of the Regional Early Childhood Coordinating Committees; and
- xx. Others at the discretion of the Governor.

### **Role and Function of Members**

- 1. Attend meetings regularly is defined as no more than three consecutive unexplained absences.
- 2. Participate on at least one Standing Committee.
- 3. Remain informed of and provide meaningful input on state and local issues.
- 4. Serve as liaison to Regional Early Childhood Committees and other community organizations.

### **Meetings:**

Meetings shall be held at least quarterly and in such places as the Council deems necessary. Technology may be used in the form of tele and video conferencing equipment.

The meetings shall be publicly announced, e.g., agendas or announcement mailings will include, at a minimum, Council members, regional coordinators, RECC Committee chairpersons, State Department of Education, Special Education section, , Part C Program Managers, Idaho Council on Developmental Disabilities, Idaho Parent Education Resource Center. Meeting announcements shall be published on <a href="https://www.earlychildhood.dhw.idaho.gov">www.earlychildhood.dhw.idaho.gov</a> at least ten calendar days prior to the meeting.

Meetings shall be open and accessible to the public. Interpreters are provided as necessary.

	CONFLICT OF INTEREST
SECTION I	
Council	
Early Childhood Coordinating Council	May 9, 2007: Reviewed 12/2011: Reviewed August
	2012

## **Purpose:**

Members of the Early Childhood Coordinating Council are appointed by the Governor and serve in an official capacity on behalf of the State of Idaho. However, Council members are appointed because of their experience and expertise in related areas, gained from participation in enterprises that may directly or indirectly conduct business with the Council. To the extent applicable, members of the Council are subject to State executive orders, laws and policies and federal regulations regarding codes of ethical conduct by those in public service. The purposes of this policy are to (1) ensure that Council members understand and abide by appropriate ethical standards in the absence of applicable orders, laws, policies and regulations, and (2) strengthen the faith and confidence of the people of Idaho in the integrity of the Council.

Council members must exhibit sound judgment, integrity and common sense in performing official duties as members of the Council. This policy is applicable when there is or might be a conflict of interest between a Council member's public duties and private interests. It is a paramount concern that Council members not engage in conduct, which might improperly influence or adversely affect the performance of their official duties.

Nothing in this policy is intended to prevent Council members from approving participation by their employees in bonafide training or educational programs provided by public or private entities.

### **Standards and Procedures:**

- 1. Council members shall not use their public office for private gain. A Council member may not enter into contracts or otherwise do business with the Council where the Council member has a private interest in the contract or other business.
- 2. A real or potential conflict of interest exists whenever a Council member that participates in the preparation, review, evaluation or award of a contract or recommendation of a budget allocation may experience a personal financial gain if the contract is awarded to a specific contract applicant. A Council member must avoid participating in Council business where the Council member has a conflict of interest or there is an appearance of a conflict of interest. Accordingly, no Council member may cast a vote or participate in Council discussions on any matter, which might provide a direct financial benefit to the member. As soon as it is apparent a real or potential conflict of interest exists, the Council member must withdraw from the Council business and request that the member's withdrawal be duly noted in the Council records.
- 3. Council members may sit on Regional Early Childhood Coordinating Committees as liaison to facilitate communication with the Council, but Council members should not be voting members of Regional Early Childhood Coordinating Committees.
- 4. All instances where a conflict of interest for a Council member occurs or may occur should be reported to the Council chairperson upon identification.
- 5. If any council member violates the provisions of this policy, the matter will be referred to the Council chairperson and the Governance Committee for disciplinary action, if appropriate, which may include recommended removal from the Council and criminal prosecution.

# **Official Regulations**

- 1. Education Department General Administrative Rules (EDGAR)
- 2. Individuals with Disabilities Education Act. (IDEA), Part C and Part B
- 3. Board Member Data Sheet, Official Conduct statement. See below.

Important Note: Official conduct. It is <u>each Council member's</u> responsibility to familiarize himself with applicable statutes and regulations governing official conduct generally and the duties and responsibilities of your particular office. It is unlawful to use public office for private gain and to enter into contracts or otherwise to do business in an individual capacity with a state agency you govern or work in. Some restrictions also apply to doing business with state agencies other than your own. You must avoid actual conflicts of interest in carrying out your official duties, and should also avoid creating even an appearance of such a conflict. If you have any questions in this regard, please contact your agency personnel or the Office of the Governor.

SECTION I	PUBLIC POLICY
Council	( Includes legislation and regulation )
Early Childhood Coordinating Council	May 9, 2007: September 2012

### **Purpose:**

Idaho code Title 16, Chapter I and Executive Order 2011-15 instructs "the consolidation of the Interagency Coordinating Council (Idaho Code Title 16, Chapter 1), and the Early Care and Learning Cross Systems Task Force (Executive Order No. 2004-01) and the Head Start Advisory Council (2008) will establish greater coordination, communication, and efficiency of early childhood resources, services and initiatives of the State of Idaho"

Regional Early Childhood Committees (RECC) have the responsibilities to advise and assist the Council on regional issues or concerns; and to assist the lead agency and other appropriate agencies in the implementation of the Early Childhood Comprehensive Systems Plan and Early Intervention Systems locally as stipulated in rules and regulations.

Public Policy is handled by the Governance Committee and their purpose is to comment on and advocate for those issues approved by the Early Childhood Coordinating Council, and to report back to the Council. The Public Policy duties of the Governance Committee shall be to facilitate all Council activities related to the promulgation of rules and regulations, fiscal resources, public comment, and periodic reports as required by statute.

Therefore, it is the policy of the Early Childhood Coordinating Council to provide leadership, support and assistance to the lead agency and all appropriate agencies in assuring the joint development and maintenance of a statewide system of coordinated, comprehensive, multi-disciplinary, interagency programs for young children and their families.

### **Procedures:**

The Council will provide education and awareness of issues relating to planning and implementing programs for infants and toddlers with disabilities so that Idaho will have services in place for all those children who meet the state definition for eligibility.

The Council intends to accomplish these goals and objectives through a process of advocacy, planning and coordination of various local, regional, and state services. This process shall include:

- 1. Creation of an awareness among policy makers and others of the need for a statewide system of coordinated, comprehensive, multi-disciplinary, inter-agency, community-based programs providing appropriate early intervention services to all eligible infants and toddlers and their families which shall include the minimum components required in Federal code.
  - a. Prior to legislative or regulatory activities, the committee will make available to providers, parents, legislators and advocates, information and materials on research, efficacy, and facts about early intervention.
  - b. Each year, the Council will confer with policy-makers to provide update information relating to policy development affecting services to infants and toddlers with disabilities.
  - c. Council Members will be provided accurate policy information to promote their understanding and have an opportunity to provide feedback regarding policy development, when necessary.
  - d. An action plan will be developed and shall be reviewed annually (Comprehensive Plan). Plan development will be coordinated with other relevant groups and committees.

- 2. The Council will create a continued and increased public awareness of the need for state policies and mandates that relate to the provision of a free, appropriate, public education to children with disabilities from birth through age two (council serves through age 5 by:
  - a. Promoting information and action that will concentrate on adequate funding appropriations for any new or expanded policy;
  - b. Making technical assistance available to policy makers who draft legislation or regulations relating to infant-toddler services and early childhood programs;
  - c. Providing information and support to potential advocates to enhance their involvement (e.g., how to write a news article, letters to policy makers, testimony for hearings, etc.); and
  - d. Preparing comments on actions taken by legislative and other state policy maker's activity (respite care, etc.) which fall into the parameters of the Council Mission Statement and approved by Council.
- 3. The Council will continue networking functions among groups and organizations to enhance their support for involvement in Federal code.
  - a. Communication will be initiated with other organizations whose activities involve the welfare of young children will be conducted and their support will be requested.
  - b. Other organizations (PTA, Nurses, Parent groups, etc.) will be encouraged to include support for the implementation of IDEA, Part C on their legislative platforms. These activities must be timely enough to be included in the council actions.

SECTION I	TRAVEL POLICIES FOR COUNCIL
Council	MEMBERS
Early Childhood Coordinating Council	May 9, 2007: September 2012

### **Purpose:**

To provide funding and support for Council activities necessary to carry out the roles and responsibilities defined in Executive Order 2011-15.

## **Procedure:**

All travel expenses will be reimbursed according to state travel reimbursement policy.

- 1. Travel for Council meetings.
  - a. Please review the official State policy so you become familiar with what is reimbursed and what receipts are needed.
  - b. Reimbursement rates shall be according to State established rates, or actual cost for those services where no rate is established.
  - c. Mode of transportation shall be reimbursed at a rate most economically feasible and payment shall be arranged by Program staff. Consideration shall be given to convenience for members.

Rental of automobiles by Council members for travel must be pre-authorized by the Department of Health and Welfare (Department) Program manager.

- a. d. Council members shall stay in designated lodging facilities for Council activities; council members may arrange their own accommodations as long as costs do not exceed state allowable rate. Staff shall identify and reserve accommodations necessary for any Council function. Reimbursement will be at rate arranged. When possible, arrangements for direct bills to the Program are to be made to minimize out-of-pocket expenses to Council members.
  - \*\*Once a hotel room has been reserved, it is the responsibility for the member to cancel the reservation. If the reservation is not kept or cancelled the member is responsible for the cost of the accommodations.
- b. For Parent Council members with children who need child care during meetings pertaining to Council business reimbursement shall be at the State approved current minimum wage rate or/daily rate.
- 2. Travel requests for out-of-state conferences and meetings.

Funds shall be used only for conferences directly related to information for serving infants and toddlers eligible for early intervention and their families.

- 3. Conference selection
  - a. Priority selection for conferences and meetings shall be for those that are sponsored or cosponsored by IDEA, Part C.
  - b. Second priority shall be for conferences with substantial information relating to IDEA Part C.
- 4. Participant selection

- a. Priority shall be approval for persons specifically invited to participate as a presenter in conferences and meetings and meetings directly related to Council issues, and gather information IDEA Part C and to persons invited to give presentations at national or regional conferences relating to early intervention.
- b. Second priority shall be parents (if not included above) and/or Council members whose participation would result in enhanced expertise and information to the State.

### 5. Selection

- a. Selection for authorization shall be reviewed and forwarded to the Department for approval with the assurance that project funds are available for said requests.
- b. Procedures in A. shall apply to part B.
- c. Participant will provide a report to the Council when it is a meeting and training to professional groups when it is a conference.
- d. Funds must be requested by Council members at least one month prior to the conference or meeting date, whenever possible.
- e. Assistance may be denied if the Program Manager or Governance Committee determines the need to retain funds from one of the above priority areas.
- f. Denial of travel by the Program Manager may be appealed to the Governance Committee. Upon denial, the Program Manager will offer to call for Governance Committee decision if applicant desires.

Denial of travel by the Department, which overrides the Governance Committee's recommendation, may be appealed to the Governor's Office.

#### 6. Reimbursement

- a. All reimbursement requests or refunds must be submitted to program staff no later than 30 days after the meeting or conference.
- b. All reimbursement requests will be processed within five working days of the request.

SECTION I	SPONSORSHIP OF WORKSHOPS AND
Parents and Professionals	CONFERENCES
Early Childhood Coordinating Council	May 9, 2007: September 2012

## **Purpose:**

To support conferences, workshops, or speakers which provide continuing education for various facets of early childhood.

## **Procedures:**

## 1. Funding:

The Council may, at the beginning of each year, establish a budget for sponsorship of workshops and conferences.

## 2. Application:

- a. The request must be in writing and include the following information:
  - i. the goals and objectives of the conference;
  - ii. the location and the geographic representation of targeted participants;
  - iii. a description of targeted participants;
  - iv. a listing of conference sponsors and qualifications; and a description of the expected benefit to families and children covered by IDEA Part C.
- b. The request must be received and approved by project staff at least thirty (30) days prior to the conference. If the sum requested is greater than \$500, recommendation must be gained by the Council Governance Committee 90 days prior to the conference, workshop, or presentation. If the request is not received in a timely manner, it cannot be approved.
- c. Early Childhood Coordinating Council and/or Regional Early Childhood Committee cosponsorship or support is indicated on conference outreach materials.
- d. A summary of outcome and future plans is provided to the Council at the conclusion of the conference by the recipient at the next quarterly Council meeting.

### 3. Criteria:

Preference will be given to:

- i. Those whose participants are significantly involved directly or indirectly with early intervention services and programs for birth to three-year-olds;
- ii. Those who address participants from a geographic area that is underserved with information:
- iii. Those whose participants represent a broad distribution across the state; and those who demonstrate past success in conducting successful conferences.

SECTION II	HONORARIUM AND EXPENSES
Parents and Professionals	FOR PARENT PARTICIPANTS
Early Childhood Coordinating Council	May 9, 2007: Septembers 2012

### **Purpose:**

Expenses to support <u>parent</u> participation in Council approved Early Childhood activities to the fullest extent possible.

## **Procedure:**

Honoraria and \expenses may be covered for parents of children with special needs when representing the Council or Council Committees during presentations or workshops that relate to early childhood activities. Governance Committee

# 1. Approval

- a. Honoraria and expenses are to be requested by the parent prior to his/her involvement.
- b. To receive an honorarium for presentation of other activities outside regular meeting attendance serving on the Council or on task forces the Council parent representative must show loss of wages or other benefits routinely provided by employer, by submitting a letter from the employer or evidence of other suitable documentation.
- c. Costs for participation must be preauthorized by Council staff prior to the parent's involvement.
- d. Written approval will be recommended through the Governance Committee. Upon approval by program staff, a written agreement/will be offered to the parent.

### 2. Amount

- a. Expenses shall be authorized by the program staff and approved at the current State rate.
- b. Child care will be reimbursed at a rate not to exceed the State current minimum wage rate. A receipt is required.
- c. Honoraria for parents of children with developmental delays may be at the rates currently in existence.
  - An Honorarium may only be available for parents conducting a workshop or presentations related to early intervention and family issues.
  - Honoraria for parents serving on the Council or Council task forces are \$6 for one hour, \$25 for one-half day and \$50 for a full day.

SECTION II	SCHOLARSHIPS FOR
Parents and Professionals	PROFESSIONALS AND PARENTS
	TO ATTEND CONFERENCES
Early Childhood Coordinating Council	May 9, 2007: September 2012

## **Purpose:**

To provide financial support for the personal development of parents, council members and non-program staff who are involved in services to infants and toddlers with special needs and their families.

#### **Procedures:**

## 1. Application

- a. The request must be in writing and accompanied by a copy of the conference brochure.
- b. The request must be received and approved by program staff at least fourteen (14) working days prior to the conference or meeting. <u>If not received in a timely manner, it cannot be approved</u>. Out of State travel request must be a least 5 weeks in advance.
- c. The conference must relate directly to Early Childhood or Early Intervention information or training.
- a. Requests from professionals must be accompanied by supervisor's approval and justification as to why they cannot support the attendance within their funding sources.
- b. Documentation of attendance shall be provided to program staff, and scholarship will be refunded in full if unable to attend. (Example: copy of registration receipt.)
- c. Program staff to report scholarships on as needed basis to Council.

#### 2. Criteria for Selection

Scholarships to recipients will be based on priorities determined by the Council. Preference shall include:

## a. Criteria for parents

- parents with a child under 36 months of age who has, or is at risk for, a developmental delay.
- no prior funding received during previous year.
- significant benefit derived and applied to early intervention services.
- significant, indirect impact on early intervention services.
- diverse geographic disbursement.

## b. Criteria for professionals

- involvement or potential involvement in early intervention services for infants and toddlers
- need for certification, endorsement or standard of care.
- no prior funding received during previous year.
- significant benefit derived and applied to early intervention services.
- significant, direct impact on early intervention services.
- diverse geographic disbursement.
- willingness to assist in dissemination of information.

SECTION III	GOVERNANCE COMMITTEE ROLES
<b>Governance Committee</b>	AND RESPONSIBILITIES
Early Childhood Coordinating Council	May 9, 2007: September 2012

## **Purpose:**

The Committee's mission is to provide organizational leadership for the Early Childhood Coordinating Council in its role related to the provisions of the Individuals with Disabilities Education Act Part C and Executive Order 2011-15.

The charge is to evaluate, develop and monitor policies and procedures to address the financial considerations in the federal grant application. When needed, provide recommendations on regional and discretionary fund allocations. In addition, to recommend policy and procedures related to the components required of the state for the implementation of early intervention services.

## **Membership:**

The Governance Committee consists of the Council/Co-Chairs, and Chairpersons of the Standing Committees: Communication and Marketing, Data and Resources, Infant Toddler Program, Head Start, Education and Child Care, and Home Visiting and Parent Education. One parent will be named to serve on the Committee if a parent is not represented within the other appointments.

- 1. Policy Recommendations:
  - a. Governance Committee reviews recommendations from the standing committees and forwards recommendations to the full Council.
  - b. Following Council approval, Governance Committee submits policy recommendations to the lead agency.
- 2. Program Operations and/or Budget Revisions:
  - a.
  - b. Council will approve or disapprove of the federal application and this position will be returned to the Department within the public comment period.
- 3. Grant Application:
  - a. Department staff notifies the Council of proposed application submission date.
  - b. Governance Committee assures that the Council agenda provides opportunity for discussion to assure that recommendations are forwarded to the lead agency prior to grant preparation.
  - c. Council Co-Chairs provide final approval or non-approval of the application and this is documented on the appropriate form for submission to the Office of Special Education Programs.
- 4. Regional Early Childhood Committee Allocations:
  - a. Annually, the Council considers Regional Committee budget allocations during the quarterly meeting in May.
  - b. Recommendations are forwarded to the lead agency.

- 5. Requests for Proposals, Grants and Contracts:
- 6. All requests for proposals, grants, and contracts will be handled by Part C program staff according to the lead agency contract requirements Letters of Support:
  - a. When possible, letters of support to be offered by the Council will be reviewed and approved by the Governance Committee. If timelines or other circumstances prohibit review by the Governance Committee, Council staff will contact the Chair to review the request and the proposed letter support. The Chair is then authorized to provide the letter of support if the following criteria are met:
    - a written request is received;
    - an abstract of the proposal is provided describing the purpose and activities;
    - the proposal is aligned with the vision of the Council,

### b. General Administrative Activities:

The Governance Committee supports the chairpersons in their role to:

- plan agendas for all activities of the Council including standing committees;
- convene meetings as needed;
- Present or arrange for delivery of the annual report to the Governor and or State legislature.

c. Only when circumstances prevent full Council approval may the Governance Committee act on the Council's behalf. In such circumstances, Governance Committee will assure that the actions are consistent with the vision, mission and policies of the Council and promptly will inform the membership of its actions.