

Ratified July 21, 2016

IDAHO CHILD CARE PROGRAM ADVISORY PANEL CHARTER

Purpose

The Idaho Child Care Program Advisory Panel (Panel) is convened at the discretion of the Director of the Idaho Department of Health and Welfare expressly to assist the Department in promoting the continuous improvement of the services provided by the Idaho Child Care Program. The Panel will provide consultation and make recommendations on issues involving the Idaho Child Care Program.

The Advisory Panel will provide an external perspective to assist the Department in planning and prioritizing future direction of the Idaho Child Care Program. Among the issues the panel will consider are: policy, automation, quality, accountability, affordability, collaboration, implementation and strategic planning.

Appointments

The Panel will recommend new Panel members to the Director of the Department of Health and Welfare. The Panel will attempt to ensure that its membership is balanced, diverse with respect to background, ethnicity and educational experience, and provides for a broad range of perspectives. Panelists will include members who are active in the field of early childhood care and education as well as others with a stake and interest in quality child care. The DHW Director appoints all panel members.

Term of Service

Members will be appointed by the Director and will serve for a term of three years. The Director can appoint members for additional terms with a recommendation from the Panel. Implementation of the rotation process will ensure that not more than one third of the membership will be composed of new members at any given time.

Meetings

The Panel will meet at least quarterly or as needed. Locations, dates, and times will be set at least 90 days in advance.

Duration

The Panel will continue to meet until that time that the Department determines it cannot or will no longer support the activity.

Procedures

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The Panel's Procedures outline representatives' roles and responsibilities and the groups' operations and process.

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IDAHO CHILD CARE PROGRAM ADVISORY PANEL PROCEDURES

AUTHORITY

The Idaho Child Care Program Advisory Panel (Panel) is convened at the discretion of the Director of the Idaho Department of Health and Welfare to assist the Department in promoting the continuous improvement of the services provided by the Idaho Child Care Program. The Panel will provide consultation and make recommendations on issues involving Idaho Child Care Program.

The Advisory Panel will provide an external perspective to assist the Department in planning and prioritizing future direction of the Idaho Child Care Program. Among the issues the panel will consider are: policy, automation, quality, accountability, affordability, collaboration, implementation and strategic planning.

The Panel and the Department will operate consistent with the responsibilities outlined in the Panel's charter, dated (July 21, 2016).

MEMBERSHIP & PARTICIPATION

Composition

Panel membership will include not less than 15 members. These may include but are not limited to:

- Idaho Association for the Education of Young Children
- The Idaho Community Action Network
- Head Start Service Provider
- The Governor's Office
- Resource and Referral Agencies
- District Health Departments
- Parents
- Tribal Nations perspective
- Hispanic perspective
- Other ethnic perspectives
- Department of Labor
- Child Care Providers, including family or relative providers and non-ICCP providers
- Private sector business perspective
- Non-Profit Organizations
- Idaho Infant Toddler Interagency Coordination Council
- Department of Education

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- Local Governments
- Higher education perspective
- State legislator(s)

Selection

The Panel will on an annual basis review the existing membership composition and, as appropriate, recommend new Panel members to the Director of the Department of Health and Welfare. Panel membership will be balanced, diverse with respect to background, ethnicity and educational experience, and provide for a broad range of perspectives. Panelists will include members who are active in the field of early childhood care and education as well as others with a stake and interest in quality childcare.

The Department will provide new panel members with a letter of appointment, signed by the Director.

Term of Service

Members will be appointed by the Director and will serve for a term of three years. The Director can appoint members for additional terms with a recommendation from the Panel. Implementation of the rotation process will ensure that not more than one third of the membership will be composed of new members at any given time.

Members who wish to resign from the Panel will submit a letter of resignation to the Panel Chair. The departing panel member is encouraged to make a recommendation for a replacement from their constituent group. The Panel will identify and redistribute those tasks that were the responsibility of the departing member.

New Members

New members will be oriented to the group by the Panel to the charge, roles and procedures of the group as quickly as possible to enable them to become effective members. The Charter and other materials will be used as an orientation tool.

Mentor

The Panel will designate a member as a mentor to help transition new members onto the Panel when requested.

Responsibilities

It is the responsibility of the Panel to:

- Review information provided by the Department prior to meetings and be prepared to discuss and make recommendations for improvements and changes.
- Assist the Department to assess present and future needs, develop and refine vision, and plan for ways to meet the future needs.

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- Disseminate information on changes made to the Idaho Child Care Program.
- Elicit input from colleagues and stakeholders to provide the Department with a broad perspective on effects of and reactions to changes to Child Care Development Fund activities, including subsidy, resource and referral, and professional development system.
- Provide the Department with its best technical advice; should the Department choose to not act on that advice, the Panel has fulfilled its obligation.
- Provide for self-governance by selecting a Chair and Vice Chair from among its appointed members.
- Review meeting minutes and other information provided by the Department prior to the meeting.

The Department will:

- Provide staff resources to the Panel to include facilitation services, logistics support, and communications, assuming available funding.
- Consider input and recommendations of the Advisory Panel to promote the continuous improvement of the Idaho Childcare Program.
- Report on all Advisory Panel recommendations, consider them when making decisions and provide an explanation to the Advisory Panel as appropriate.

Ex Officios

DHW and contractor staff working on the ICCP program participate in an ex officio capacity on the Advisory Panel. Ex Officios are specifically needed to provide technical information, support Advisory Panel members' informational needs, and are invited to participate in discussion. Ex Officios, however, have daily influence on the program, so the result of a discussion or a recommendation at an Advisory Panel meeting is specifically intended to be the consensus of the Panel Members themselves. Processes will be designed to reflect that outcome; any vote of the group will be that of Panel members only.

Meetings

The Advisory Panel will meet at least quarterly or as needed. Locations, dates, and times will be set at least 90 days in advance. The method of the meeting may include but not be limited to: face to face, telephone, web conference, other.

Attendance

If a member is absent from two meetings in one (1) year the Chair will contact the member to determine if the member should be replaced on the panel. The Chair will bring a recommendation back to the panel during the next regularly scheduled meeting. If the determination of the panel is to replace the member a recommendation for a replacement will be provided to the Department.

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If a member is absent from four (4) meetings in one (1) year, that member will be automatically considered resigned from the Panel and a new Panel member will be sought to represent a similar perspective.

The Advisory Panel will maintain a participation matrix tracking member participation.

Quorum

The Advisory Panel maintains no quorum requirement. Members are expected to provide their contributions during and between meetings. Members in attendance will continue to discuss, work, and make decisions on the work plan per the meeting agenda and priorities. Members who have not participated will be expected to not oppose those decisions or revisit those discussions.

Chair and Vice Chair

The Panel will elect a chair and vice chair. Each officer will serve a two-year term and may be reelected. The Vice Chair shall assist the Chair in the tasks of the Chair and fill in for the Chair in the absence of the chair.

Duties of Chair and Vice Chair

The Chair will:

- Act on issues related to attendance
- Be the spokesperson for the panel and present the panel's views
- Appoint subcommittee members to work on special projects
- Coordinate the reporting of subcommittee work back to the panel
- Participate in agenda development meetings with the Department, contract leadership, and the facilitator
- Provide orientation to new members

The Vice Chair will act on behalf of the Chair as delegated, or in any instance where the Chair is not available.

Subcommittees

From time to time it may be necessary to have a subcommittee work on a special project or issue. Products from the subcommittee will be sent in draft form to the entire Advisory Panel between meetings while they are in development and when a subcommittee desires Advisory Panel input. Subcommittee products are to be submitted to the Chair 15 working days prior to presentation to the panel as a whole so that information can be reflected in the agenda and considered in the meeting process. All subcommittee products will route through the full Advisory Panel for discussion and review before becoming an Advisory Panel product. Subcommittee progress reports are to be sent to the chair at prescribed frequencies as set forth by the chair.

DECISION-MAKING AND PRINCIPLES OF MEETING CONDUCT

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Ground Rules

Ground rules for the Idaho Child Care Advisory Panel include the following:

- Come to meetings prepared to participate (i.e. review meeting minutes and other materials as appropriate prior to the meeting)
- Be on time at the start of meeting and after breaks
- Be present at the meeting; avoid coming and going from the meeting and use of electronics unrelated to meeting matters
- Respect and encourage diverse opinions
- Listen to the person who is talking
- Hold questions until a person has finished speaking
- No side conversations
- Stay on track
- Communicate directly and honestly
- All panel members are equal participants
- Agenda additions will not be accepted the day of the meeting

Making Recommendations /Reaching Consensus

All Advisory Panel advice or recommendations will be made using a consensus-based decision-making process.

Consensus means that all members of the group agree to support the group's recommendation. Members might not completely agree with the action, but they do agree to support it, both within and outside the group. Consensus is *not* a majority vote. Members who do not feel comfortable supporting consensus are individually responsible to disclose their concerns or opposition during the discussion, and those concerns will be reflected in the Panel's submitted product.

It is important that members utilize self-evaluation and end-of-meeting evaluations to monitor their level of comfort with the decision-making process.

Responding to Recommendations

For all pieces of advice provided by the Panel, the Department will:

- Consider input and recommendations of the Advisory Panel to promote the continuous improvement of the Idaho Childcare Program.
- Consider input from other sources, such as federal requirements, budgeting constraints and regional Health and Welfare staff.
- Report on the status of recommendations made by the Advisory Panel
- Use the recommendations of the Advisory Panel when making decisions.
- Provide an explanation of the essential components of the final decision.

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- Provide meaningful feedback on the recommendation and perhaps the reason(s) fiscal, political, etc. it was not used.

Handling Conflict

The Panel will handle conflict productively according to the following guidelines:

- Acknowledge when conflict is present.
- Determine if it would be appropriate to handle the conflict in a group setting or another way (perhaps the parties involved in the conflict need to work on the issue rather than with the whole group.)
- Clarify differences. Make sure each person clearly understands the other's position and interests.
- Gain agreement on commonality. Find out where there is agreement.
- Resolve the conflict by committing to a solution to which both parties can agree.

Voting

The Panel will use a simple majority vote on administrative issues, specifically the election of the chair and vice chair. That process will entail:

1. An anonymous nomination of chair/vice chair at the last meeting of the state fiscal year, provided in writing to the facilitator
2. The facilitator will contact each nominated individual and confirm that individual's interest and availability in the chair/vice chair position.
3. The facilitator will announce the candidates to the Panel prior to the first meeting of the state fiscal year.
4. The Panel will vote for its chair/vice chair anonymously and in writing at the first meeting of the state fiscal year.
5. The facilitator will count those votes, and the individual with the highest number of votes will be named chair; the individual with the second highest number of votes will be named vice chair.

COMMUNICATION

These guidelines are designed to help panel members enhance communication with the Department, other panel members outside of the meeting, and interested stakeholders whose interests' panel members represent.

- Meeting minutes will be generated following each meeting and distributed to the group to review and finalize in a timely manner.
- All computer documents will be prepared in Word format. Panel members without Word capability will be assisted with document conversion.
- Advisory Panel members and subcommittees with agenda items and/or meeting materials must provide the information at least 15 working days prior to the meeting in order to be considered for the agenda.

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- The Department in consultation with the Chair will issue agendas and all documentation pertinent to the upcoming meeting at least one week prior to the scheduled meeting.
- To facilitate cost effective arrangements, all panel members needing travel and accommodation arrangements will be asked to RSVP at least 3 weeks in advance.

REVISIONS

These procedures are subject to revision at the call of the Panel, or at least annually.