

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU
HEAD START POLICY COUNCIL BY-LAWS

A. Statement of Purpose

The purpose of this council is to serve as part of a shared decision making process. This Community Services Bureau Policy Council (PC) is to serve as the link among public and private organizations, the Grantee and Delegate Agencies, the communities served, and the parents of children enrolled. CSB merged many of the federally funded Head Start and the State funded Child Development programs into a unified program to better serve more full day, full year families. Consequently, this council will make decisions affecting the Child Development program. The Policy Council will assist in the planning and coordination of the Head Start, Early Head Start, and Child Development programs in the County of Contra Costa in the State of California.

B. Procedure

The Policy Council and parent committees must use a simplified form of Robert's Rules of Order.

C. Duties and Responsibilities

The CSB Policy Council is responsible for the following major functions:

1. General Responsibility - responsible for establishing a method of hearing and resolving community concerns about the program.
2. Must approve or disapprove actions before they are finalized or actions can be taken about program changes. The PC must also have been consulted in the decision-making process prior to the point of seeking approval.

1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils);

1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making;

1304.50(d)(1)(iv) The program's philosophy and long and short range program goals and objectives (see 45CFR 1304.51(a) and 45CFR 1305.3 for additional requirements regarding program planning);

- 1304.50(d)(1)(v) The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively)(see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively);
- 1304.50(d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen;
- 1304.50(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR part 1305;
- 1304.50(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review (see 45 CFR 1304.51(l) for additional requirements about the annual self-assessment);
- 1304.50(d)(1)(ix) Program Personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff consultants, and volunteers;
- 1304.50(d)(1)(x)(xi) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency; and decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee or delegate agency.

3. In addition, the CSB PC shall:

- 1304.50(d)(2)(i) Serve as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;
- 1304.50(d)(2)(ii) Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start to encourage their participation in the program;
- 1304.50(d)(2)(iii) Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;

- 1304.50(d)(2)(iv) Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and
- 1304.50(d)(2)(v) Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

The Policy Council will comply with the existing Appendix A requirements and the new 2007 Head Start legislation as guidance is provided. Any changes that will affect bylaws will be brought to Policy Council for explanation and consideration of approval.

D. General Membership

- 1304.50(b)(2) Policy Councils and Policy Committees must be comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51 percent of the members of these policy groups must be the parents of currently enrolled Head Start/Early Head Start children (see 45 CFR 1306.3(h) for a definition of a Head Start parent).
- 1304.50(a)(3) All Policy Councils, Policy Committees, and Parent Committees must be established as early in the program year as possible. Grantee Policy Councils and delegate Policy Committees may not be dissolved until successor Councils or Committees are elected and seated.
- 1304.50(a)(4) When a grantee has delegated the entire Head Start program to one delegate agency, it is not necessary to have a Policy Committee in addition to a grantee agency Policy Council.
- 1304.50(b)(3) Community representatives must be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example, the parents of formerly enrolled children.
- 1304.50(a)(5) The governing body, (Board of Supervisors) (the group with legal and fiscal responsibility for administering the Early Head Start or Head Start program) and the Policy Council or Policy Committee must not have identical memberships and functions.
- 1304.50(b)(5) Policy Councils and Policy Committees must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.

1304.50(b)(1)(6) No grantee or delegate agency staff (or members of their immediate families) may serve on Policy Councils or Policy Committees except parents who occasionally substitute for regular Early Head Start or Head Start staff. In the case of Tribal grantees, this exclusion applies only to Tribal staff who work in areas directly related to or which directly impact upon any Early Head Start or Head Start administrative, fiscal or programmatic issues.

1304.50(b)(1)(7) Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

E. Reimbursement

1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members (i.e. childcare and transportation).

F. Calculation of Reimbursements

Reimbursements are given for approved Policy Council activities only (i.e. monthly PC meetings or committee meetings). Exceptions must be preapproved before reimbursements are issued. Mileage is calculated using distance from home to meeting location. Childcare hours include reasonable travel time to and from meetings and are based on reasonable arrival time to the approved activity.

Parents requesting reimbursement should complete and submit Form CSB 325 to the Clerk of the Policy Council who will verify the request and determine the amount of reimbursement. After approval is received from the CSM for Policy Council, a check will be issued, no later than 30 days after the request.

G. Voting

Only the official PC representative or, if absent, their alternate will be permitted to vote on any PC action. The Chairperson votes only in the case of a tie.

H. Members

1. Composition:

Policy Council composition is reviewed annually to ensure that it meets the General Membership guidelines of HSPS 1304.50(b)(2). Consideration is given to the number of Head Start and Early Head Start currently enrolled children, along with program options (Full Day, Part Day, and Home Base). The following steps explain the determination of PC composition:

Determine total number of Head Start and Early Head Start slots.

Approved by the Policy Council: 9/26/01, 8/15/02, 8/12/03, 9/25/04, 8/17/05, 8/16/06, 8/15/07, 8/20/08, 08/19/09, 8/18/10, 08/17/11, 9/29/12)

Based on current slot map, determine the total HS/EHS slots for each site by program options (HS/Full Day, HS/Part Day, EHS/FD, and Home Base (EHS/HS collectively). Calculate the percentage of each program option (multiply the number of program option slots for each site by the total number of slots). This will give you the percentage of membership that each option should represent.

The percentage of membership for currently enrolled families is multiplied by the total number of currently enrolled representatives (based on 1 PC representative for every 60 HS/EHS slot per site calculation). Using the formula $1/60$, the number of currently enrolled representatives is set at 39. The following table reflects the breakdown of currently enrolled families by program option:

Head Start Part Day 29%	9 Representatives
Head Start Full Day 50%	13 Representatives
Early Head Start 17 %	5 Representatives
Home Based Option 4%	1 Representative

2. Procedures for Electing Community Representatives to the Policy Council:

Community representatives are drawn from the local community. They are made up of past parents and representatives from local community agencies. All Community Representatives must be elected by the policy council. Membership for Individual Community Representatives is also limited to 3 one-year terms (1304.50(b)(5)).

Past Parent Community Representatives

The past parent representatives must submit a letter to the Policy Council requesting consideration to be a community representative. Letters are read during a business meeting, and the Policy Council must vote to approve the parent's request. If the Policy Council receives more requests than vacancies, all letters are read for consideration, and the Policy Council votes, and the majority decision rules.

Community Agency Representatives

The Policy Council determines which community agencies they would like to invite to participate on the Council. Agencies are drawn from the local community and are familiar with resources and services for low-income children and families. CSB Staff to Policy Council assists by contacting agencies to seek interest in joining and request the name of an agency representative to be elected onto the policy council as early in the program year as possible. Agency Representatives are presented and considered for approval by the policy council.

3. Terms of Membership

The term is for one year, October-September. Members must be elected each year for a maximum of three years. Members are expected to serve the entire term, even if their center closes for the summer. The three-year term limit applies to all primary and alternate representatives listed on the PC Roster as a center representative at any time during the term.

All PC representatives are required to complete the Form-700 and Video Viewing Certification within sixty (60) days of their appointment to the Council.

No Community Services Bureau staff (or members of their immediate family) may serve on the Policy Council, except parents who occasionally (no more than 10 hours a month) substitute for regular Early Head Start or Head Start staff. Immediate family is defined as; any parent, child, sibling, grandparent, significant other, co-parent or spouse of Community Services Bureau staff.

Terms of Resignation

If a Member resigns their position in the Policy Council or is no longer eligible to serve due to enrollment status, the member must submit resignation in writing and submit the notice to Early Head Start or Head Start staff. A new member must then be elected to ensure proper representation of the program. If the resignee is an Executive Officer or a Chair of a standing committee, the vacancy shall be filled by appointment of the Chairperson for the unexpired term for the specific vacancy and approved by the Policy Council.

Termination of Membership

A member may be terminated by a 2/3 vote at any regular meeting for reasons of misconduct or excessive absenteeism. If the termination is in regards to excessive absenteeism, this vote will take place only after a notice has been sent to the member's center (see By-Law K,6) and the center has provided a response as to the course of action they would like to take regarding this matter. The termination must be properly agendized in compliance with the Brown Act and the Contra Costa County Better Government Ordinance and any other applicable local, state or federal regulations. The member will be notified in writing of their termination from the PC. If the termination of membership is due to a change in enrollment status or withdrawal from program, please refer to guidance under *Terms of Resignation*.

Who are the Officers?

Executive Committee: The officers are elected annually at the PC meeting in October. Their role is to participate in the planning of the general meetings; review previous month's minutes, set the agenda, and help in the overall planning along with staff. The Executive also conducts business in emergency matters or if a majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program decision on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the CSB PC at the next regularly scheduled meeting.

Executive officers shall attend all PC and Executive Committee meetings. No more than three absences from the PC and Executive Committee meetings for the entire term will be allowed. Exceptions to this rule will be handled on a case-by-case basis by the Chairperson.

Officers will be the official representatives to conferences. Alternates will be appointed as needed.

Each officer must be an active member, Chair or Vice-Chair of at least one committee.

Chairperson: The Chairperson shall be the directing officer of the Council and shall preside at all Policy Council meetings. He/she has the authority to call special meetings, maintain order, appoint chairperson of ad-hoc committees and recognize members, staff and visitors who wish to speak and make official written communications. In the Chairperson's absence, the Vice-chairperson may represent the Executive Committee. The Chairperson is a voting member of all committees.

The Vice-Chairperson: The Vice-chairperson shall perform duties as the Chairperson of the PC may designate. In the absence of the Chairperson, the Vice-chairperson shall perform all of the duties of the Chairperson.

Secretary: The Secretary shall be responsible for PC sign-ins at the monthly PC meetings and monitor attendance via the sign-in sheets. The Secretary shall declare whether a quorum exists by analyzing the sign-in sheets at the beginning of each meeting. The Secretary shall monitor attendance and inform the Chairperson when intervention is necessary. He/she shall read any correspondence at PC meetings. He/she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided as needed.

Parliamentarian: The Parliamentarian shall assist the Chairperson in maintaining order in the meetings and for ensuring that Robert's Rules of Order are followed. He/she shall state and review the Ground Rules at PC meetings. He/she shall know and enforce the Brown Act and the Contra Costa County Better Government Ordinance. He/she shall act as timekeeper of the agenda items and notify the Chair when time is an issue. He/she shall assist with getting the 1st and 2nd motion-maker signatures and return to Secretary. He/she is also the Chair of the Bylaws subcommittee. Staff assistance shall be provided as needed.

The Executive Committee is responsible for calling all PC Representatives the night prior to the full-body meeting as a reminder and to ensure quorum is met. The committee can also assign themselves other tasks or duties that support the overall planning or coordination as seen fit and that is approved by staff. Vacancies in office of executive board members or Chair of Standing Committees shall be filled by appointment of the Chairperson for the unexpired term for the specific vacancy and approved by the PC. All resignations shall be submitted to the Chair in writing.

I. PTA Liaison

The PC will elect or appoint a PTA Liaison who will attend the 32nd district PTA meetings and report back to the full Policy Council.

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J. EOC Liaison

The PC will elect or appoint an EOC Liaison from among the current or approved past parents. This liaison will attend the CSB Economic Opportunity Council meetings and report back to the full Policy Council.

K. Officer Elections

The following procedures shall govern PC officer elections:

1. The general membership shall elect a Chairperson, Vice-Chairperson, Secretary and Parliamentarian from among current Head Start parents and/or approved past parents on the Policy Council.
2. Nominations for the officers shall be made by the general membership.
3. No more than two of the officers elected can be past parents of the program.
4. Elections must be by secret ballot. Only PC representatives shall have voting privileges.
5. Office vacancies may be filled by the PC at any regular meeting.
6. Terms of office: All officers will serve for a term of one year, from October-September.

L. Meetings

The following procedures shall govern PC meetings:

1. The PC shall hold at least 9 meetings a year. Meetings are scheduled to encourage parent participation.
2. The Chairperson may call special meetings of the Policy Council. In the case of a special meeting, twenty-four hour written notice shall be given to all Policy Council members, unless notice has been appropriately waived.
3. All meetings of the PC and its committees shall be held in accordance with the Brown Act and the Contra Costa County Better Government Ordinance.
4. The By-laws may be suspended by a two-thirds vote of those present at the regularly scheduled meeting.
5. PC representatives shall attend all Council meetings. In the absence of a representative, an alternate shall attend the meeting, thereby ensuring that each center is represented at all times. Alternates can be any parent from the center or program option of the elected representative.

6. If a representative has had two consecutive unexcused absences (unexcused defined as a representative who is not in attendance, and did not notify Early Head Start or Head Start staff, or any other Policy Council member or Executive Officer), the center will be notified and can choose to terminate the representative and elect a new representative. If the representative resigns, the center shall elect another representative (must be included in the center parent meeting minutes); thus ensuring that the center is represented at all times (see bylaw G, *Terms of Resignation*). The center must notify the Secretary of the Council of any changes in representation and, in cases of excessive absenteeism, provide a response about the course of action they would like to take (see By Law G, *Termination of Membership*).
7. The elected representative shall secure an alternate in case she/he cannot attend the meeting. The representative shall give twenty-four hour notice to an alternate and the site, unless unforeseen circumstances prevent it. The Site Supervisors shall ensure that each center is represented.
8. A quorum must be established to conduct a meeting and vote on action items. A quorum is defined as 25% of the full membership. At least 51% of council representatives present must be currently enrolled parents.

M. Standing and Ad-Hoc Committee Make-up

The standing committees are: Executive Committee, Fiscal Committee, Self-Assessment Committee, Personnel/Interview Panel Committee, and Ongoing Monitoring/Program Services Committee. Ad-Hoc Committees are: By-Laws Committee and Policies and Procedures Committee. Each committee should maintain at least four members. All committees must keep minutes, which are to be shared with the Council. The committee member shall give an oral report at the next regular PC meeting. The Chairperson must be informed of all meetings and activities. Staff assistance shall be provided as needed.

N. Conference/ Association Representation

Representatives attending conferences and out-of-area meetings are expected to attend all possible workshop sessions and general sessions offered. Conference Summary Sheets must be completed for sessions attended. Upon return conference attendees will be asked to present a conference summary at the Executive Committee meeting and to the full Council of what was learned from the conference/meeting. They will be given a per diem allotment for meals and ground transportation, and reimbursed for childcare expenses. **Liquidation of Cash Advances** requires that all receipts must be submitted to the appropriate PC staff person no more than 7 days after return from travel.

- a. If receipts are not received within the 7 day timeframe, a verbal reminder will be given via the CSM responsible for Policy Council.
- b. If receipts are still not received after 14 days, a certified letter will be sent to the representative and a copy will be maintained in the CSB PC travel files.

- c. Failure to return receipts within the allotted time will prevent the opportunity to attend future conferences and can prevent reimbursement for other PC activities until the account is settled.

O. Standards of Conduct:

Each year, newly elected Policy Council representatives are required to sign the County Code of Conduct, mandated for all County advisory and governing bodies as well as CSB's Standards of Conduct for business travel. Each member is required to abide by the codes.

PC representatives, in their role as volunteers with the program, will abide by the Contra Costa County Community Services Bureau Reporting Policies and Procedures to Child Protective Services and State Community Licensing.

If a PC member violates the Standards of Conduct, the following may take place:

Member may be temporarily dismissed from their duties while the misconduct is under investigation.

Investigations of concerns can include interviews or reviews of written reports regarding the member.

CSB staff and Policy Council Executive Committee will review the nature of the misconduct and make recommendations to resume membership or consider approval to terminate membership. Discussions of misconduct will be held in closed session.

O. Amendments

All actions shall be made by a majority of representatives present. Proposed amendments of these by-laws may be initiated by action of the PC. Proposed amendments shall be presented to members, at least one business meeting before the Council meeting at which they are to be acted upon. Staff shall be responsible for seeing that the proposed amendments are posted at each center for at least ten days.