



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services
Date: January 19, 2016
Subject: Approval of Head Start Policy Council Bylaws

RECOMMENDATION(S):

ACCEPT and APPROVE Head Start Policy Council Bylaws for the Community Services Bureau as recommended by the Employment & Human Services Department.

FISCAL IMPACT:

None.

BACKGROUND:

This board order accepts the Head Start Policy Council Bylaws for the Community Services Bureau of the Employment & Human Services Department. Head Start Performance Standards 1304.50(d)(1)(ii) require annual Board approval of the Bylaws. The Bylaws were reviewed for approval by the Head Start Policy Council on September 26, 2015.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/19/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 19, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: Mary N. Piepho, District III
Supervisor

By: Stacey M. Boyd, Deputy

Contact: CSB (925) 681-6308

cc:

BACKGROUND: (CONT'D)

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Summary of changes to Head Start Policy Council Bylaws:

Current Bylaw	Bylaw Modification	Rationale
<u>III. Executive Committee</u> The Executive officers will be elected annually at the Policy Council Orientation / general meeting in October.	<u>III. Executive Committee</u> The Executive officers will be elected annually at the Policy Council Orientation / general meeting in September.	The early month is to facilitate timely transition from one program year to the next.
<u>III. Executive Committee</u> No more than two absences total from both Policy Council and Executive Committee meeting for the full term will be allowed.	<u>III. Executive Committee</u> No more than two absences total from both Policy Council and Executive Committee meeting for the full term will be allowed. Arriving 15 or more minutes late to an Executive Committee meeting will be considered an unexcused absence.	Updating attendance policy to include timeliness. Late arrivals are disruptive to committee business.
<u>III. Executive Committee</u> B. Vice Chairperson The Vice Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.	<u>III. Executive Committee</u> B. Vice Chairperson The Vice Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent. The Vice Chair will be responsible for reviewing the desired outcomes during the Policy Council meetings.	Clarification on the responsibilities of the vice chair during the Policy Council meetings.
<u>III. Executive Committee</u> E. Election of Officers The officers shall be elected annually at the October general meeting. Nominations for the officers shall be made by the general membership. Current Head Start and Early Head Start parents and past parents may be nominated as candidates. All votes are cast by closed ballot. No more than two past parents may serve on the Executive Committee at any given time.	<u>III. Executive Committee</u> E. Election of Officers The officers shall be elected annually at the September general meeting. Nominations for the officers shall be made by the general membership. Current Head Start and Early Head Start parents and past parents may be nominated as candidates. All votes are cast by closed ballot. No more than four past parents may serve on the Executive Committee at any given time.	The change in month from October to September is to facilitate timely transition. The increase in number of past parents is to expand opportunities for past parents to participate and to increase the knowledge base for the committee.

<p><u>IV. Policy Council Membership</u> The Policy Council is comprised of parents of currently enrolled children and community agency representatives. At least 51 percent of the members must be the parents of currently enrolled Head Start or Early Head Start children [see 45 CFR 1306.3(h) for the definition of Head Start parent]. No Community Services Bureau staff members or their immediate family (spouse, co-parent) may serve on the Policy Council.</p>	<p><u>IV. Policy Council Membership</u> The Policy Council is comprised of parents of currently enrolled children and community agency representatives. At least 51 percent of the members must be the parents of currently enrolled Head Start or Early Head Start children [see 45 CFR 1306.3(h) for the definition of Head Start parent]. No Grantee, delegate agency or child care partner agency staff members or their immediate family (spouse, co-parent) may serve on the Policy Council.</p>	<p>Clarification of the policy regarding staff and/or family members serving on the committee. Not only Grantee (Community Services Bureau) but also delegate agency and partner staff and their immediate family may not serve on the committee.</p>
<p><u>IV. Policy Council Membership</u> B. Term of Membership Term of membership is for one year, October – August. Members are elected each year for a maximum of three years. This limit applies to primary and alternate representatives who are listed on the Policy Council roster as a center representative at any time during the term. Currently enrolled parent policy council members are expected to serve the full term, even if their program option closes for the summer.</p>	<p><u>IV. Policy Council Membership</u> B. Term of Membership Term of membership is for one year, September – August. Members are elected each year for a maximum of three years. This limit applies to primary and alternate representatives who are listed on the Policy Council roster as a center representative at any time during the term. Currently enrolled parent policy council members are expected to serve the full term, even if their program option closes for the summer.</p>	<p>The change aligns the term of membership with the month in which elections take place.</p>
<p><u>Appendices</u> Appendix 1. Head Start Performance Standards - Governance Appendix 2. Head Start Performance Standards</p>	<p>Appendices removed</p>	<p>County Counsel advised that this material should be placed in a separate operations document, not part of the Bylaws.</p>
<p><u>CONSEQUENCE OF NEGATIVE ACTION:</u></p>		
<p>If not approved, Department will not be in compliance with Head Start regulations.</p>		
<p><u>CHILDREN'S IMPACT STATEMENT:</u></p>		
<p>The Employment & Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.</p>		
<p><u>ATTACHMENTS</u></p>		
<p>2015-16 HS PC Bylaws REDLINE</p>		
<p>2015-16 HS PC Bylaws CLEAN</p>		