



To: First Steps Board of Trustees
From: Roger Pryor, Chair, Early Head Start Governance Council
Date: June 9, 2016

RE: EHS Governance Council Actions

The Early Head Start Governance Council met on both May 5, 2016 and June 8, 2016 to review and act upon pressing matters related to the Early Head Start-Child Care Partnership grant. Below is a list of actions taken during these meetings for which the Council requests the Board's ratification on June 16, 2016.

REQUESTED CONSENT AGENDA ACTION: RATIFY COUNCIL DECISIONS 1-5 BELOW.

1) Cost of Living Adjustment:

The federal budget for FFY16 contains an increase to existing Head Start grants designed to accommodate for a 1.8% cost of living adjustment (COLA) for EHS staff and other inflation-based increases to operating costs. As the attached memos outline, this equates to an increase of \$64,341 for SC First Steps, which will be used to increase the wages of both state and local EHS staff. SCFS must submit an application by June 15 detailing the proposed uses of this increase.

SC First Steps staff will, as state employees, be receiving a 3.25% cost of living adjustment (COLA) effective July 1, 2016 as part of the state's FY17 General Appropriations Act. While grant-funded (EHS) staff are not included in this action, it is the agency's longstanding policy to adjust all full-time staff equally, independent of their funding source.

On June 8, the Council approved a staff request to utilize:

- \$26,762 to adjust agency staff (salaries and fringe) by 3.25% as directed by the SC General Assembly.
- \$35,649 to adjust center-based teaching staff (salaries and fringe) by the 1.8% required by the Office of Head Start.
- \$1,930 will be retained to cover required indirect costs.

2) 18-month Budget Revision:

The grant budget originally proposed to the Office of Head Start (as part of the initial grant submission) has required adjustment to take federal guidance, feedback from our start-up consultants, and the needs of our 15 child care partners into account. Additionally, SCFS received over \$1.1 million in supplemental funds that required budgeting.

On May 5, 2016, the Council gave approval to a modified 18-month budget (attached), which has been submitted to the Office of Head Start.

3) Waiver of Non-Federal Share:

As an EHS grantee, First Steps is required to document a 20% match of federal grant funds received. Because the start-up period has not entailed direct service to children, families and providers (which will serve as the source of much of this non-federal match), SCFS is required to request a waiver of this match during the start-up period. This is an regular occurrence during the start-up period, per Region 4, and we anticipate the approval of this request without issue. The waiver amount we are requesting is:

\$1,828,172. We will collect/document approximately \$216,073 in non-federal match during the start-up period.

On May 5, 2016 the EHS Governance Council approved the submission of a waiver of non-federal share to the Office of Head Start.

4) Carry Forward Fund Request:

Due to the start-up timeline, we anticipate carrying forward at least \$2.2M in unspent funds. SCFS plans to request carry forward authority allowing the agency to utilize these funds during next year's operations.

On May 5, 2016, the EHS Governance Council approved the submission of a carry forward request to the Office of Head Start.

5) Policy Council Membership and Draft Bylaws:

Each Head Start grantee is required to seat a Policy Council designed to incorporate EHS families into program governance. On May 5, 2016 the EHS Governance Council adopted the attached draft bylaws - which detail the manner in which the Policy Council is to be seated – as both guidance to staff and a recommendation to the new Policy Council.

The Council, now partially seated, has met twice and adopted the proposed bylaws during their organizational meeting, the minutes of which are attached.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | www.eclkc.ohs.acf.hhs.gov

May 5, 2016

Ken Wingate, Chairman, First Steps Board of Trustees
South Carolina First Steps to School Readiness
1300 Sumter Street, Suite 100
Columbia, SC 29201

Re: Grant No. 04HP0016

Dear Mr. Wingate:

On December 18, 2015, President Obama signed Public Law 114-113, Consolidated Appropriations Act, 2016, which contains an increase of approximately \$570 million for programs under the Head Start Act for Fiscal Year (FY) 2016. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.8 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

Program Instruction ACF-PI-HS-16-03, dated April 27, 2016, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The following table reflects the amount of the COLA, depending on final funding decisions, for the Early Head Start program in FY 2016.

Common Accounting Number (CAN)	Program	COLA Amount
G045128	Early Head Start	\$64,341
TOTAL		\$64,341

Submission Requirements

The supplemental application is due June 15, 2016 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2016 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

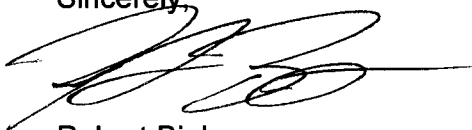
Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.8 percent in the hourly rate of pay for each Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.8 percent COLA or differential COLA increases;
- The provision of the 1.8 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Maisah Williams-Foote, Head Start Program Specialist, at (404) 562-2912 or maisah.williams@acf.hhs.gov or Shameekia Dion Carroll, Grants Management Specialist, at (404) 562-2809 or shameekia.carroll@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Robert Bialas
Captain, USPHS
Regional Program Manager
Office of Head Start

cc: Julia-Ellen Davis, Executive Director
Rebecca Brown, Head Start Director

South Carolina First Steps - Early Head Start
Program Year: August 1, 2016 - July 31, 2017
Budget Justification
Type of Proposal: Cost-of-Living Adjustment (COLA)
Grant Award #04HP0016

INTRODUCTION

At the request of the Administration for Children and Families Office of Head Start, South Carolina First Steps – Early Head Start Partnership Program is submitting this Cost of Living Adjustment funding proposal. This program partners with child care centers located in Allendale, Anderson, Bamberg, Berkeley, Dillon, Georgetown, Laurens, Lexington, Newberry, Orangeburg, Saluda and York Counties.

I. COST-OF-LIVING-ADJUSTMENT [COLA] FUNDING

In response to ACF-PI-HS-16-03 issued May 5, 2016, SC First Steps Early Head Start Partnership Program is applying for COLA funds in the amount of \$64,341 effective date of July 1, 2016. Since Early Head Start Partnership program is managed by the South Carolina First Steps, a state agency, the personnel are considered state employees. The general assembly passed a legislative mandate giving all state employees 3.25% Cost of Living Adjustment. EHS is proposing to give the teachers for the Child Care Partners a Cost of Living Increase of 1.8%.

Early Head Start Plans to utilize the funds as follows:

- A state mandated permanent increase of salaries for existing employees by a minimum of 3.25% starting July 1, 2016.
- To increase the affected fringe benefits associated with increased salaries.
- To permanently increase Child Care Partnership teacher salaries by 1.8%.

A. Increasing Pay Scale for All Employees

SCFS – Early Head Start proposes to utilize a total of \$20,995 to increase the existing employees' salaries by 3.25%. Fringe Benefits will increase by \$5,767. Please see chart below:

a. PERSONNEL	Salary	3.25% COLA
EHS-CCP Project Director	\$ 63,000	\$ 2,048
EHS-CCP Education Coordinators (2)	\$ 100,000	\$ 3,250
Teacher Mentors (2)	\$ 60,000	\$ 1,950
EHS-CCP Health Coordinator	\$ 50,000	\$ 1,625
EHS-CCP ERSEA/PFCE Coordinator	\$ 50,000	\$ 1,625
EHS-CCP ERSEA/PFCE Family Service Workers (8)	\$ 240,000	\$ 7,800
EHS-CCP Program Assistant	\$ 33,000	\$ 1,073
EHS-CCP Fiscal Manager	\$ 50,000	\$ 1,625
TOTAL PERSONNEL	\$ 646,000	\$ 20,995
FRINGE BENEFITS		\$ 5,767

The above spreadsheet indicates all current positions with annual salaries and shows the 3.25% for Cost of Living Adjustment. In order to meet the legislative mandate effective July 1, 2016, SCFS – EHS will use a portion of the \$64,341 provided by the Administration for Children and Families Office of Head Start to make these adjustments.

B. Increase Salaries for Child Care Providers' Teachers

A permanent increase of 1.8% will be allocated for these salaries and fringe benefits.

Child Care Partnership COLA Calculation							
Position	Current Salary	EHS %	# of Staff	Total Salary	COLA 1.8%	Classrooms	Total COLA
Teacher Supervisor	29,409	2,941	1	2,941			-
Teacher Level I	21,617	21,617	2.5	54,042.50			-
Total Increase				56,983	1,026	32	32,822
32 Classrooms X 2.5 Teachers= 80.							
			Total				
Fringe Benefits:	\$4,908	1.80%	88			32	2,827
							35,649

Indirect Costs

$\$64,341 \times .03 = \$1,930$

NON-FEDERAL SHARE REQUIREMENT

SCFS - EHS will meet the required non-federal share matching requirement of \$16,085 for these additional funds.

Budget Justification
Early Head Start-Child Care Partnership Program
South Carolina First Steps

The following budget narrative describes the necessary budget transfers required to effectively prepare our Child Care Partners to serve the 254 children enrolled in the EHS.

START UP:

(a) PERSONNEL – No Changes

(b) FRINGE BENEFITS – No Changes

(c) TRAVEL – No Changes

(d) EQUIPMENT-

Originally budgeted at \$0. Changed to \$20,000. Funds will be used to purchase computers for each one of the Child Care Partners.

(e) SUPPLIES – No changes.

(f) CONTRACTUAL- Originally budgeted \$39,367.

\$1,223,750 will be added from “Other,” and \$18,281 will be moved from indirect to cover Renovations, and playground equipment, and part of the classroom furniture. New Balance is \$1,281,398.

(g) OTHER – Originally budgeted \$1,243,750.

\$20,000 moved to Equipment and the remaining balance moved to Contractual due to change in the way the items were to be purchased.

(h) TOTAL DIRECT COSTS

(i) TOTAL INDIRECT CHARGES – Was \$21,582 changed to \$3,301.

\$18,281 will be moved to Contractual.

(j) TOTAL PROJECT COST (sum of items i and j) – No changes.

TECHNICAL ASSISTANCE:

(a) PERSONNEL – Originally budgeted \$0.

Increased to \$30,000 to cover costs of hourly staff to do training and consulting for Child Care Partners, EHS staff, and policy development training.

(b) FRINGE BENEFITS – Originally \$0.

Increased to \$10,980 at 36.6% of personnel cost.

(c) CONTRACTUAL-Originally budgeted \$490,560.

Reduced by \$30,000 for personnel and \$10,980 for fringe benefits.

(d) TOTAL DIRECT COSTS-No changes

(e) TOTAL INDIRECT CHARGES –No changes.

(f) TOTAL PROJECT COST (sum of items i and j) – No changes

OPERATIONS:

(a) PERSONNEL – No Changes

(b) FRINGE BENEFITS – No Changes

(c) TRAVEL – No Changes

(d) EQUIPMENT- \$0

(e) SUPPLIES – Original amount was \$282,000.

Increased by \$170,000 which will be moved from “Other.” New balance \$452,000.

Additional supplies are necessary include Child Plus, iPads, Hearing Testing Kit, Vision Testing equipment, First Aid Kits, security system, laminating machines, copiers, thermometers, center appraisals, County Partners furniture, diaper/food pails, projectors, lock boxes, etc

(f) CONTRACTUAL No Change

Additional contractual expenses will come out of this category, which were considered Start Up costs. These expenses are necessary to prepare the Child Care Centers. They include Class Furniture, and Class Supplies. Since these expenses are not covered in Startup, they would have to be processed out of Operations. The additional items did not affect the total amount needed in contractual due to delays in the Start Up operations of the Child Care Partners.

(g) OTHER -Original amount \$767,052

Amount was reduced by \$170,000 which will be moved to supplies. New balance \$617,052.

(h) TOTAL DIRECT COSTS

(i) TOTAL INDIRECT CHARGES – No changes.

(j) TOTAL PROJECT COST (sum of items i and j) – No changes.

SCFS Early Head Start – Child Care Partnership Policy & Procedure		Component Area: Policy Council Bylaws Policies/Procedures: Meeting Guidelines; Childcare Reimbursement; Mileage Reimbursement; Parent In-Kind
HSPPS and/or Head Start Act: 1304.50: Program Governance and Head Start Act 2007		
Related Policies: Program Planning; ERSEA; Self-Assessment; Standards of Conduct		
Forms:		
Effective Date:		
Revision Date:		Policy Council Approval date:
		SCFS Governing Body Approval date:

HSPPS 1304.50 prescribes requirements for the Policy Council’s structure, composition, and formation, along with its responsibilities, reimbursement of expenses, and internal dispute resolution.

See full text of HSPPS 1304.50 (a) – (h)

here: <https://eclkc.ohs.acf.hhs.gov/hslc/standards/hspps/1304/1304.50%20Program%20governance..htm>

Bylaws are Policy Council’s operating manual and are meant to help the committee function effectively. The bylaws are reviewed annually by the committee and given to the South Carolina First Steps (SCFS) Board of Trustees (herein Governing Body) for final approval.

Article I: Name

The name of this organization will be the “Early Head Start-Child Care Partnership Policy Council of South Carolina First Steps,” hereafter known as Policy Council. They will shared governance with the SCFS’s Board of Trustees (herein Governing Body) and its delegated advisory councils charged with legal and fiduciary oversight.

Article II: Purpose and Functions

Section A: Purpose

The purpose of the Policy Council is to implement Head Start Program Performance Standards (HSPPS), Federal Register 45 CFR, 1304.50--Program Governance.

Section B: Functions

The functions of the Policy Council include the following:

1. The Policy Council works in partnership with key management staff and the Governing Body to develop, review, and approve or disapprove the following policies and procedures:
 - a. All funding applications and amendments to funding applications for Early Head Start (EHS) including administrative services, prior to the submission of such applications to the Grantee;
 - b. Procedures describing how the Governing Body and the appropriate policy group will implement shared decision-making;
 - c. Procedures for program planning in accordance with the requirements of 45 CFR 1304.50 and 45 CFR 1305.3;
 - d. The program's philosophy and long- and short-range program goals and objectives;
 - e. The composition of the Policy Council and the procedures by which policy group members are chosen;
 - f. Criteria for defining recruitment, selection, and enrollment priorities, in accordance

- with the requirements of 45 CFR part 1305;
- g. The annual self-assessment of program's progress in carrying out the programmatic and fiscal intent of the grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review;
 - h. 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;
 - i. Decisions to hire or terminate the Early Head Start Director;
 - j. Decisions to hire or terminate any person who works primarily for the Early Head Start program;
 - k. Policy Council and Parent Committee reimbursement: must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members; and
 - l. Internal dispute resolution: Governing Body and the Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the Governing Body and Policy Council.
2. In addition, the Policy Council must perform the following functions directly:
- a. Serve as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;
 - b. Assist Parent Committees in communicating with parents enrolled in all program options to ensure they understand their rights, responsibilities, and opportunities in EHS and to encourage their program participation;
 - c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring funds set aside from program budgets are used to support parent activities;
 - d. 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
 - e. Establish and maintain procedures for working with the delegate agency to resolve community complaints about the program.

Section C: Reports:

The Policy Council will receive from the Early Head Start Director the following EHS-CCP reports:

Monthly:

- Meeting minutes
- Program enrollment reports and attendance
- Waiting list status
- Health, screenings and assessments
- Children with disabilities
- Parent involvement activities
- Information Memorandums and Program Instructions from the Office of Head Start
- Information from the Grantee, Region V Office, or state Head Start Association (OHSAl)
- Financial Statements
- General announcements

Annually:

- Financial Audit
- Annual Self-Assessment, including any findings related to such assessment
- Community Assessment and updates
- Program Information Report (PIR)

Section D: Training and Schedule:

Appropriate training and technical assistance shall be provided to members of the Policy Council to ensure members understand the information they receive and can effectively oversee and participate in Early Head Start. A schedule is developed each year for the Policy Council to outline the trainings/events that will be covered during each monthly meeting. Each year in January, a joint Program Governance training is held for the Policy Council and EHS Governing Body.

Article III: Membership

Section A: Eligibility

1. Membership of the Policy Council will be made up of:
 - a. Parent Representatives. A minimum of at least 51 percent of the Policy Council shall be Parent Representatives. Every Parent Representative must be a parent or legal guardian of a child currently enrolled in EHS. Parent representatives may continue serving on Policy Council after their children have transitioned from Early Head Start, within the Term Limits defined in Section C.
 - b. Community Representatives. A maximum of 49 percent of the Policy Council shall be Community Representatives, including:
 - One (1) member nominated by SCFS from the parent representatives
 - Others who are 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.
2. Members will not have a conflict of interest with supporting the Policy Council and EHS program, and will adhere to the Standards of Conduct Policy.
3. Members will be encouraged to obtain a criminal records check. Fees associated with obtaining the criminal records check may be reimbursed upon Policy Council approval within budget allowances.

Section B: Selection

1. Parent Representatives

The intent of the Policy Council is to have one regular representative and one alternate from each EHS Child Care Partner. The Parent Committees at each EHS site will elect the following representatives to serve on the Policy Council:
2. Community Representatives
 - a. Community representatives as defined under “Eligibility – Section A” will be nominated to the Policy Council by Parent Committees, Policy Council, and staff.
 - b. SCFC will nominate the parent representative to serve from the SCFS.
 - c. All Community Representatives must submit a written request and be elected by the Policy Council before they can be seated.

Section C: Term Limits

Parent Representatives must stand for election or re-election annually. Community

Representatives also must be elected annually. No member may serve more than three one-year terms on the Policy Council.

Section D: Voting Rights

All elected Parent and Community Representatives will serve in a voting capacity. For Parent Representatives, both regular representative and alternate may attend the meeting, but when both are present, only the regular representative may vote.

Each Parent and Community Representative will have a maximum of one vote. During the transition period when the outgoing and incoming Policy Council members are meeting together, old and new voting members will vote on each agenda item, including election of officers.

Section E: Notification of Absences; Termination of Membership for Unexcused Absences

1. If a member cannot attend a meeting, prior notice must be given to the Policy Council Chair. For evening meetings, notice must be given before 4:00 pm on the day of the meeting. If the absence was due to an emergency, a call must be placed to the Policy Council Chair within 48 hours after the scheduled Policy Council meeting. A telephone call must be made in order to have the absence excused. The Policy Council has the authority to determine the legitimacy of the absences.
2. A member of the Policy Council will be voted on for termination [by a two-thirds (2/3) vote of Policy Council members present] if he/she is absent from two (2) consecutive meetings without a legitimate reason or has missed three (3) meetings in one year without a legitimate reason.
3. Prior to a vote on termination, the representative will be given the opportunity to write a rebuttal statement. Such written rebuttals will be reviewed by the Policy Council Executive Committee. If the EHS Governance Council determines absences were excused and the member is not subject to termination under section E.2., the EHS Governance Council will inform the Policy Council. If the EHS Governance Council determines absences were not excused, or the member does not provide a written rebuttal, the EHS Governance Council will inform the Policy Council.
4. If the Policy Council votes to terminate a Parent Representative under section E.2., Policy Council Recorder will notify the ERSEA/Family Services Coordinator, and a replacement Parent Representative will be elected from the applicable EHS site.

Section F: Removal

Any officer or member of the Policy Council who fails to perform his or her other responsibilities as outlined in Section J. of these Bylaws can be removed by a two-thirds (2/3) vote of the Policy Council members present at the meeting.

Section G: Resignation

A member who intends to resign from the Policy Council shall give the EHS Governance Council a written statement of resignation at least two weeks before the meeting. If a member verbally informs the Chairperson that he/she is resigning, the Chair will inform the Policy Council of his/her intent to resign.

Section H: Vacancy

1. When a Parent Representative position is vacated, the affected program site will elect a new representative.
2. Should a Parent Representative transfer to a different program site, she or he may transfer Policy Council membership if there is a vacancy at the new site.

Section I: Nepotism

No one can serve on the Policy Council while she/he or any member of her/his immediate family is employed by EHS due to potential conflict of interest and confidentiality problems. The definition of immediate family will be the following: spouse, son, daughter, mother, father, brother, sister, grandparents, grandchildren, partner sharing a home, or relative by marriage of comparable degree (in-laws). This may extend to other relationships if conflict of interest and confidentiality are in jeopardy.

Section J: Duties

1. The duties (in addition to the preceding "Article II: Purpose and Functions") of all members of this Policy Council are as follows:
 - a. Attend meetings regularly.
 - b. Arrive on time.
 - c. Actively participate in meetings by reading the agenda packet and being aware of the matters at hand.
 - d. Participate in regular information sharing.
 - e. Read and keep copies of Policy Council minutes.
 - f. Stay aware of the Committee's purpose, plan and progress. Make and plan monthly reports back to Parent Committee meetings, as well as report information and concerns from the Parent Committee meeting to Policy Council.
 - g. Consider all sides of a matter before voting.
 - h. Debate the issues, not the people.
 - i. Accept and support all decisions made by the majority of the Policy Council.
 - j. Comply with the Code of Conduct described in Section J (2).
 - k. Share legislative information with parents at the site.

2. Code of Conduct

All Policy Council members are required to sign statements agreeing to comply with the Code of Conduct. The Policy Council will adopt a Code of Conduct and may amend it from time to time.

As of the effective date of these Bylaws, the Code of Conduct is as follows:

As a member of the Policy Council, I will:

- Listen carefully to my teammates and the EHS families I serve.
- Respect the opinions of my fellow members.
- Respect and support the majority decision of the Policy Council.
- Keep well informed of developments that are relevant to issues that may come before the Policy Council.
- Participate actively in Policy Council meetings and actions.
- Attempt to interpret the needs of the constituents to the organization.
- Call to attention any issues I believe will have an adverse effect on the organization or our constituents.
- Refer constituent complaints to the proper level of the organization.
- Work to learn more about the Policy Council member's job and how to do the job better.

Represent EHS – SCFS in a professional manner at all times (meetings, conferences, trainings, etc.).

As a member of the Policy Council I will not:

Be critical, in or outside of the Policy Council meeting, of fellow members or their opinions.

Discuss the confidential proceedings of the Policy Council outside the meeting.

Bring children to Policy Council meetings.

Section K: Quorum

1. For the purpose of transacting the business of the Policy Council at any annual, regular, special, or emergency meeting, a quorum of the Policy Council is necessary.
2. A quorum for the conducting of business will consist of 51% of current Policy Council membership. At least 51% of those in attendance must be parents who are voting members in order to reach a quorum.
3. When quorum is not otherwise reached, members that have attended two out of the last three meetings shall have the right to participate in the meeting and vote by phone or other equivalent means of communication. The Policy Council Recorder will contact such members in order to reach quorum.
4. Quorum for the EHS Governance Council will consist of no less than 2/3 of the Executive Officers. When quorum is not reached, officers who attended the last Executive meeting shall have the right to participate in the meeting and vote by phone or other equivalent means of communication.

Article IV: Officers

Section A: Officers

1. The Policy Council shall elect a Chairperson and Vice-Chairperson.
2. Community representatives who are parent representatives without any former or current EHS enrollment history may not hold office.

Section B: Election and Term of Office

1. Officers will be elected by a majority vote at the November Policy Council meeting.
2. Officers shall serve from December to November.
3. Any officer can run for office the following year, provided they have not already served three years on Policy Council.
4. If an officer resigns or is removed from his/her office, an election will be held at the Policy Council meeting after the official resignation announcement or removal process is voted upon.

Section C: Common Duties of Officers

1. Attend all Policy Council meetings.
2. Attend all Executive meetings and assigned sub-committees.
3. Study and follow these Bylaws.

4. Be familiar with Robert's Rules of Order and Parliamentary procedures, as utilized in the agency.

Section D: Description of Offices

1. Chairperson

- a. Shall preside at all Policy Council meetings.
- b. Shall refrain from entering into debates during the Policy Council meeting.
- c. Shall call special meetings, when necessary.
- d. Shall open and close all meetings.
- e. Shall explain each motion before it is voted upon.
- f. Shall vote only to break a tie except in cases where he/she has made a nomination for an election in which case the Vice-Chairperson becomes the tiebreaker.
- g. Shall be available to Policy Council members for questions pertaining to the Early HeadStart program.
- h. Shall form Ad-Hoc committees as needed.
- i. Shall be a member of Policy Council at least one year, if possible.

2. Vice-Chairperson

- a. Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the Chair.
- b. Shall be responsible for calling together and presiding over the EHS Governance Council meetings.
- c. Shall be responsible for calling together and presiding over, when necessary, the joint EHS Governance Council (EHS Governance Body and Policy Council).
- d. Shall be the Policy Council representative to the EHS Governance Committee.

Article V: Parent Representative to the South Carolina Head Start Association (SCHSA)

Section A: State Head Start Association

1. The Policy Council for the Grantee will elect parent representatives to represent the Grantee in the Head Start Association.
2. Notification of pending conferences will be given in advance to the Policy Council. EHS-SCFS program funding is set aside for parent representatives to attend the SCHSA, and for training.
3. If more parents request to attend a conference than are budgeted for, the Chairperson will request nominations and hold an election prior to the registration deadline and following normal voting procedures.
4. The cash outlay for any conference or training relating to Early Head Start, which is approved by the Policy Council, will be handled as follows for designated representatives:
 - a. Transportation and hotel parking will be reimbursed according to the Mileage Reimbursement policy. Lodging and per diem will be determined by the program.
 - b. Designated representatives shall receive an allotment for childcare according to the Child Care Reimbursement policy.
 - c. Additional expenses incurred are the responsibility of the person attending the conference and will not be reimbursable by Policy Council or agency funds. Examples include but are not limited to: airport extended parking, hotel phone bills, alcohol, mini-bar use, room service, and movie rental.
5. The Early Head Start Governance Council will contact the conference attendees to schedule time on the next agenda to report information from the conference.

6. Failure to attend a conference or training requires the return of the per diem (transportation/ lodging / meals / childcare) to the agency, unless the committee member cancels with the SCFS Early Head Start Director within 5 business days with the exception of emergencies. Attendance at local conferences or training may be transferred to another committee member. Airfare cannot be transferred to another committee member.

Article VI: Committees

Section A: Standing Committees

Committees may be formed by the Policy Council as standing or ad-hoc as the need for more focused effort needed to conduct the business of the Policy Council. Staff can attend as support but cannot vote on these committees. The following committees and purposes are options for the Policy Council to establish.

1. **Executive Committee.** Prepares the agenda and order of business and to sends the agenda and invitations to appropriate persons.
 - a. Composed of the officers (other members who wish to attend, may).
 - b. Vice-Chair is the presiding officer.
 - c. Meets at least two weeks prior to the Policy Council meeting.
 - d. Meets with staff to obtain information as needed for reports.
 - e. Reviews and comments prior to presentation to Policy Council in the following areas:
 - i. Request for funds.
 - ii. Proposed program work-plans.
 - iii. All other applicable matters.
 - f. Members shall be appropriate role models for the Policy Council.
 - g. Out-going EHS Governance Council will assist in training of new officers.
2. **Bylaws Committee.** Reviews and recommends changes to the Bylaws.
 - a. Interprets the Bylaws when questions arise.
 - b. Reviews Bylaws once a year.
 - c. Makes sure amendments are rewritten into the Bylaws on a yearly basis.
3. **Budget Committee.** Reviews and makes recommendations to staff for the annual Policy Council budget.
 - a. Chaired by a Parent or Community Representative from the Policy Council.
 - b. SCFS Fiscal Officer provides support to the committee.
 - c. Tracks Policy Council expenditures.
 - d. Reviews and makes recommendations for changes to reimbursement policies and procedures.
4. **ERSEA Committee** (Eligibility, Recruitment, Selection, Enrollment and Attendance). Assures full enrollment in the EHS-SCFS program.
 - a. Goals:
 - i. Review and inform recruitment plan for EHS.
 - ii. Review and inform policies on selection, enrollment, and attendance for EHS.
 - iii. Submit recommendations to the Policy Council for review prior to EHS Governance Committee review.
 - b. Will be a joint committee consisting of Policy Council and EHS management staff members.

Section B: Ad Hoc Committees

1. **Program Self-Assessment Committee.**

On an annual basis, participate in assess the quality of EHS services, ensure compliance with all Federal HSPPS, discuss the findings of the self-assessment (including parent and staff survey results) and make recommendations for improvements. This committee is a joint committee consisting of Policy Council representatives (1 or more), EHS Governing Body members, EHS staff from SCFS and partner sites, and community members.

2. **Curriculum Committee.**

Evaluates and recommends curricula for Early Head Start. This committee will be a joint committee consisting of Policy Council representatives, staff and community members. Committee may be held jointly with the grantee to address both EHS and HS curriculum.

3. **Events Committee.** Organizes and supervises volunteers for special events happening throughout the year, with EHS Governance Council approval. This committee is open to all Early Head Start parents.

- a. Conducts itself in accordance with the Recruitment (ERSEA) Plan.
- b. Stays apprised of current events in and out of the program and reports to the Policy Council.

4. **Personnel/Hiring Committee.** Acts in an advisory capacity to Policy Council regarding approval or disapproval of hires, promotions or terminations and staff improvement plans that may lead to termination among personnel with the SCFS-EHS program (not the staff of the contracted Child Care Partners). Personnel Committee meetings involving a performance improvement plan* are closed to everyone except the designated member, the immediate Supervisor, EHS Director SCFS's Human Resources representative. The EHS Director will designate a committee member to participate in evaluation of a specific plan.

*A performance improvement plan is a document, similar to a contract, by which the employer documents performance deficiencies and both parties agree what measures will be taken to eliminate those deficiencies.

Article VII: Meetings

Section A: Regular Meetings

1. Regular Policy Council meetings will be held ten (10) times per year. The dates for the year will be determined jointly by the Chairpersons of the Policy Council and EHS Governance Council, along with the SCFS Administrative staff. The Meeting scheduled will be distributed at the beginning of the new Policy Council year.
Location: Rotating locations among the 12 counties or held in Columbia.

Section B: Special Meetings

1. Special meetings of the Policy Council may be called by the Chairperson when business must be conducted before a regular meeting can occur. All special meetings shall be called by the Chairperson at least forty-eight (48) hours in advance of the meeting.
2. Any member of the Policy Council may request the EHS Governance Body call a special meeting.

Section C: Notices

1. Written notices shall be sent by mail and/or email to each Policy Council member at least five (5) days prior to the date of each regular meeting. The meeting packet will include:
 - a. An agenda for the meeting.
 - b. Minutes from the previous month's meeting.
 - c. Supporting documents requiring approval.

Section D: Confidentiality; Open Meetings

1. Policy Council meetings are open to the public and attendees are subject to Early Head Start policies on confidentiality.
2. All members are required to sign Standards of Conduct forms once appointed to the Policy Council. Non Policy Council members may be asked to leave when confidential matters are being discussed at the Committee's discretion.

Article VIII: Compensation

Section A: Compensation

Members shall serve without compensation as such, but shall be entitled to reimbursement of expenses incurred on behalf of and at the request of the program.

Section B: Reimbursed Activities for Parents

1. The supplemental reimbursement form only applies to official Policy Council activities (agency committees, Policy Council committees, recognition event, conferences) and to parents and other low income committee members who need reimbursement in order to participate. Participation in activities such as family events, publicity, community outreach, parent education (other than education related to Policy Council role), will not be reimbursed.
2. Childcare, transportation, and in-kind are addressed in separate policies. Members should reference these policies for detailed procedures and what activities are allowable for reimbursement and in-kind.

Article IX: Amendments of the Bylaws

1. These Bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least one (1) week before the meeting.
2. Policy Council may discuss an amendment before its adoption.
 - a. Amendments must be approved by a two-thirds (2/3) vote of the members present at the Policy Council meeting.
 - b. Policy Council Bylaws must be approved by the SCFS EHS Governance Council.
3. These Bylaws must be reviewed once a year and be revised annually to include new amendments.