



**MEMORANDUM**

Agenda Item No. 11(A)(14)

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**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

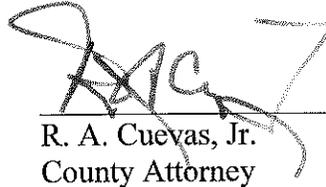
**DATE:** October 2, 2012

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Resolution approving Head Start  
Program Procedures concerning  
resolution of impasses with the Head  
Start Policy Council, communication  
protocols, and the composition and  
election of the Head Start Policy  
Council

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The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Rebeca Sosa.

  
\_\_\_\_\_  
R. A. Cuevas, Jr.  
County Attorney

RAC/cp



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**DATE:** October 2, 2012

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(14)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_ ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(14)  
10-2-12

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING HEAD START PROGRAM  
PROCEDURES CONCERNING RESOLUTION OF IMPASSES  
WITH THE HEAD START POLICY COUNCIL,  
COMMUNICATION PROTOCOLS, AND THE COMPOSITION  
AND ELECTION OF THE HEAD START POLICY COUNCIL

**WHEREAS**, Miami-Dade County is a grantee of the Head Start and Early Head Start Program (“the Program”), which is funded and regulated by the U.S. Department of Health and Human Services (“HHS”); and

**WHEREAS**, the Board of County Commissioners (“the Board”) is the governing body of the Program; and

**WHEREAS**, the Program is administered by the Miami-Dade Community Action and Human Services Department; and

**WHEREAS**, the Community Action Agency Board, created pursuant to County Ordinance 09-31, is an advisory board to this Board whose duties include establishing procedures and guidelines for accessing and collecting information for review by this Board regarding Program planning, policies and operations; and

**WHEREAS**, 42 U.S.C. 9837(c)(2) establishes that the Program shall have a Policy Council, comprised of parents and community members, elected by the parents of children who are currently enrolled in the Program, and responsible for the direction of the Program, including Program design and operation, and long- and short-term planning goals and objectives; and

**WHEREAS**, 42 U.S.C. 9837(c)(1) states the governing body’s responsibilities shall include selecting delegate agencies and service areas for delegate agencies; establishing

procedures and criteria for recruitment, selection and enrollment of children; budget planning; reviewing all applications for funding and amendments thereto; approving financial management, accounting, and reporting policies; establishing procedures and guidelines for collecting information including monthly financial statements, program information summaries, enrollment reports, and assessments; reviewing monitoring results; reviewing and approving major policies including the financial audit, the agency's progress in carrying out the grant application, personnel policies including hiring, evaluation, termination and compensation of employees; developing procedures for how members of the Policy Council are selected; approving personnel policies and procedures; and establishing standards to address conflicts of interest and the appearance of conflicts of interest; and

**WHEREAS**, 42 U.S.C. 9837(c)(2) states the Policy Council shall approve and submit to the governing body decisions on matters including recommendations on the selection of delegate agencies and service areas for such agencies; program recruitment, selection and enrollment priorities; applications for funding; budget planning; developing procedures for how members of the Policy Council are elected; and activities to support parents' active involvement; and

**WHEREAS**, 45 C.F.R. 1304.50, Appendix A, requires certain decisions about the Head Start and Early Head Start Program to be shared by the governing body and the Policy Council, including but not limited to the approval of impasse procedures for resolving internal disputes arising when the governing body and the Policy Council disagree on matters of shared governance; and

**WHEREAS**, the Impasse Procedures attached as Attachment A to this resolution provide procedures pertaining to communications between Miami-Dade County, as the governing body, and the Policy Council, including procedures pertaining to informal communications, formal

non-binding mediation, and binding arbitration to the extent described in the procedures on decisions required to be made jointly by the County and the Policy Council; and

**WHEREAS**, binding arbitration, as is more fully described in Exhibit A, requires the County Commission and the Policy Council to be bound by the decisions of the arbitrators, as long as such decisions are in compliance with the laws and regulations governing the Head Start/Early Head Start Program and do not negatively impact the financial operations of such program, as determined by a County staff representative knowledgeable in budgets of the Head Start/Early Head Start Program and overall Miami-Dade County budget, and does not contradict any County Budget approved by the County Commission; and

**WHEREAS**, Attachment B provides a communication protocol and Attachment C sets forth procedures relating to composition of the Policy Council; and

**WHEREAS**, the Policy Council reviewed and approved Exhibits A, B, and C at its September 5, 2012 meeting,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:**

Section 1. This Board approves the foregoing recitals, which are incorporated herein by reference.

Section 2. This Board approves (1) impasse procedures to resolve disagreements between the Board and the Policy Council through a series of steps culminating ultimately in binding arbitration in substantially the form attached as Exhibit A to this resolution, which is incorporated herein by reference; (2) communication protocols, delineating communication responsibilities between the Board, Policy Council, Community Action Agency Board and County administration as described in substantially the form attached as Exhibit B to this

resolution which is incorporated herein by reference; and (3) procedures concerning the Policy Council's composition and election, which will include two non-staff representatives from a slate of four candidates to be selected by this Board and voted on by the parents of children currently enrolled in the Program as described in substantially the form attached as Exhibits C and D to this resolution, which are incorporated herein by reference.

The Prime Sponsor of the foregoing resolution is Commissioner Rebeca Sosa. It was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Bruno A. Barreiro	Lynda Bell
Esteban L. Bovo, Jr.	Jose "Pepe" Diaz
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

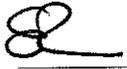
The Chairperson thereupon declared the resolution duly passed and adopted this 2<sup>nd</sup> day October, 2012. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Estephanie S. Resnik

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**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES  
HEAD START/EARLY HEAD START POLICIES AND PROCEDURES**

<b>Subject:</b> Program Governance –Impasse Procedures	<b>Number:</b> 9-7
<b>Service Area:</b> Program Design and Management	<b>Section:</b> Program Governance
<b>Relevant Forms:</b>	<b>Date Effective:</b>

**REGULATION REFERENCE:** Head Start Performance Standards 1304.50 (h).

**POLICY:**

In accordance with 45 C.F.R. 1304.50, Appendix A, of the Head Start Performance Standards, the operation of an Head Start/Early Head Start (HS/EHS)Program involves shared governance for certain duties, between the Miami-Dade Board of County Commissioners (BCC), which has legal and fiduciaryresponsibilities foradministrationof the program, and the Head Start/Early Head Start Policy Council (Policy Council), which has rights that ensure their participation in the decision making processes.

It is the policy of the Community Action and Human Services (CAHS) Department HS/EHS Program toestablish written procedures for the resolution of internal disputes that may occur between the BCC and the Policy Council in the operation of the HS/EHS Program. The processes as delineated below are intended to provide a fair and expeditious resolution for any/all disagreements that may occur between the BCC and the Policy Council. Whenever possible, disagreements will be resolved through processes of discussion, compromise, consensus seeking, and conciliation and mediationamong the parties. The failure of the parties, to produce agreement through mediation, will result in declaration of an impasse and the need for binding arbitration as described in this document.

**I. DEFINITIONS:**

Disagreement. An internal dispute exists when the BCC and the Policy Councilwho share the formal approval/disapproval function as defined in 45 C.F.R. 1304.50 Appendix A of the Head Start Program Performance Standards fail to agree. The disagreeing parties must enter into a process to resolve the disagreement and bring the parties together. When the parties fail to agree they are considered to be at an “Impasse.”When there is an impasse, the item(s) in question cannot be moved forward until such time that the impasse is resolved.

**II. PROCEDURES:**

A. Parliamentary Procedure. The business of the BCC and the Policy Council resulting in formal approval/disapproval of recommendations will be conducted using parliamentary procedures. Parliamentary procedures shall ensure that the majority rules and ensures the rights of the minority to be heard.

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES  
HEAD START/EARLY HEAD START POLICIES AND PROCEDURES**

B. Notification of Disagreement. When two parties fail to agree, it will be the responsibility of the chairperson of the group which acts last to notify the chairperson of the other group, as well as the Community Action and Human Services Department Director and the Head Start/Early Head Start Director, within one working day by mail or electronic means that a disagreement exists.

C. Informal Communication. The BCC and Policy Council will make a good faith effort to resolve the disagreement, as follows: Within five (5) working days of notification, representatives designated by each of the disagreeing parties will set a time to meet to discuss informally the disagreement, subject to compliance with Government in the Sunshine laws. Each entity will choose two (2) representatives to meet as a work group to attempt to achieve consensus or compromise. The CAHS Department Director or his/her designee and the Head Start/Early Head Start Director will attend the meeting to provide information as it may be needed for clarification purposes only. During the meeting(s), the group shall attempt to resolve the disagreement by informal mediation, compromise, consensus seeking, or conciliation. If agreement is reached, representatives will return to their respective groups with the proposed solution for approval by those entities. Failure to reach agreement may result in a decision by the work group to engage in formal mediation or to turn the process over to binding arbitration as described in this document. Failure by either party to respond to the request for a meeting within a reasonable length of time or to attend the meeting as scheduled shall be considered a default and the decision shall become that of the non-offending party.

D. Formal Non-Binding Mediation. If the work group involved through informal communication does not resolve the disagreement through informal communication and agree that non-binding formal mediation is warranted, a faculty member from the schools of Education and Early Childhood Development or its equivalent, from either Florida International University, Florida Memorial University, or Miami-Dade College will be contacted by the CAHS Department Director and requested to serve as mediator. Mediation should begin within ten (10) working days of the decision to pursue formal mediation. If the mediator determines that agreement cannot be reached through this mediation process, the impasse shall proceed, as described in this document, to arbitration. Failure by either party to respond to the request for a mediation meeting or to attend the mediation meeting as scheduled shall be considered a default.

E. Arbitration

1. Notification of Unsuccessful Mediation. It shall be the responsibility of the Head Start/Early Head Start Director to notify in writing or electronically the chairpersons of the Policy Council and Board of County Commissioners within one working day that mediation was unsuccessful and the matter will be resolved through binding arbitration. The resolution of the Impasse must not contradict with the Board of County Commissioners' approved budget and all resolutions must be informed by the input of a County staff representative knowledgeable in budgets of the Head Start/Early Head Start Program and overall Miami-Dade County budget. If the impasse has the potential of leading to termination or denial of funding of the Head Start/Early Head Start grant, the CAHS Department Director and/or the Head Start/Early Head Start Director will be responsible for notifying the United States Department of Health and Human Services Region IV

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES  
HEAD START/EARLY HEAD START POLICIES AND PROCEDURES**

Administration for Children and Families of the unsuccessful mediation within three (3) working days.

2. Arbitration. Where there is an impasse between the BCC and the Policy Council of the Head Start/Early Head Start Program which shall be arbitrated, the following rules and procedures shall apply:

a. Composition of Arbitration Panel. A panel of three (3) arbiters as defined herein will conduct the arbitration. A panel shall be made up of three (3) neutral persons who shall select their chairperson. The arbiters will be selected from the school of Education and Early Childhood Development or its equivalent from Florida International University, Florida Memorial University and Miami Dade College upon the request of the CAHS Department Director. The dean of the School of Education and early Childhood Development or equivalent department of each of the schools will each appoint one faculty member to comprise a panel to review the impasse between the Policy Council and the BCC and to provide a solution to be considered by the Policy Council and BCC. The solution provided by the arbitration panel shall be submitted in writing by the arbitration panel's chair to the Head Start/Early Head Start Director and the Policy Council Chair and the BCC Chair.

The arbitration panel shall not include a parent or family member of children currently enrolled in the Head Start Program, CAHS Department staff or members of their family, CAA Board members or a member of their family or a County Commissioner or members of their family. Family for purposes of this section is defined to include the spouse, domestic partner as defined in Section 2-11.1(b) (12) of the Miami-Dade County Code, parents, stepparents, children and stepchildren of the person involved.

The arbiters shall be selected by the deans of the appropriate schools within five (5) working days of the request made by the CAHS Department Director. Within one day of receipt of the information on the selected arbiters, the CAHS Department Director will submit their names, addressees and other contact information to the BCC representative designated to receive such notices, the Head Start/Early Head Start Director and the Policy Council Chair.

b. Notification of Arbitration. It will be the responsibility of the CAHS Department Director and the Head Start/Early Head Start Director to notify either in writing or electronically, the chairperson of the group(s) in the arbitration and each arbiter of the proposed meeting date. A time for the meeting of the arbitration panel will be scheduled within five (5) working days of receipt of all the names of the arbiters or such time as agreed upon by designated representatives of the Policy Council and the BCC.

c. Planning and Support. The arbitration panel will meet within five (5) days of the designation of the last arbiter or such other time as agreed upon above. The arbitration hearing shall be held at a site determined by the panel with consideration for the convenience of the parties. Any necessary costs will be borne equally between the BCC and the County Head Start/Early Head Start Program in accordance with applicable laws. If the arbiters so request, the Community

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HEAD START/EARLY HEAD START POLICIES AND PROCEDURES**

Action and Human Services Department will make available to the panel, clerical support to record minutes of the hearing, process correspondence, make photocopies and provide related services to the arbiters. Prior to or during the hearing, the arbiters may request copies of related materials from the Community Action and Human Services Department, which will be provided within two (2) working days of the request. The parties may also prepare such materials they deem necessary and useful to the arbiters in deliberations. Materials provided at the discretion of any party shall be supplied at that party's expense. A County staff representative knowledgeable in budgets of the Head Start/Early Head Start Program and overall Miami-Dade County budget will be in attendance at all arbitration meetings to provide information on any fiscal impacts that may be associated with the group's decision(s).

d. Proceedings.

As first order of business at the arbitration panel, the arbitration panel will select a chairperson for the arbitration panel from amongst the three arbiters by a two-thirds (2/3) vote.

The duty of the arbitration panel is to resolve the issue of dispute as fairly and expeditiously as possible at minimum expense to the parties involved. The proceedings of the arbitration panel shall consist of:

- ✓ Oral presentation of the position of each party
- ✓ Response by the parties to such questions of the panel.
- ✓ Informal cross-examination of each party by the other, within the limits established by the panel.
- ✓ Additional presentation of oral or written materials as the panel deems necessary to be fully apprised of fact(s) relevant for an informed decision. The parties may suggest to the panel additional relevant witnesses or materials that would be helpful to the panel.

e. Compromise. The arbitration proceedings do not preclude the parties from resolving their differences through compromise and reaching a settlement, as long as the panel has issued no final decision.

f. Representation of the Parties at the Hearing. Each party will designate one and only one representative at the arbitration proceedings. However, the panel may call other individuals or witnesses, as it deems necessary to reaching a decision.

g. Open Meetings. The proceedings of the arbitration panel will be open to the extent permitted by law. .

h. Decision. The arbitration panel will use all available and relevant information to make its decision. The panel will have no more than five (5) working days following the end of the proceedings to meet, subject to Government in the Sunshine laws, and to reach a decision. The decision of the arbitration panel will be binding for all parties and must be in accordance with the rules and regulations that govern the Head Start/Early Head Start Program and cannot be found

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to negatively impact the financial operations of the program by a County staff representative knowledgeable in budgets of the Head Start/Early Head Start Program and overall Miami-Dade County budget..

i. Post-hearing Procedures, Notification, and Implementation of Decision. The arbitration panel will issue its decision in writing within two (2) working days of meeting to reach the decision. It will be the responsibility of the chairperson of the arbitration panel to have copies sent immediately to the Chair of the Policy Council, Chair of the BCC, the Head Start/Early Head Start Director and the CAHS Department Director. If the impasse had the likelihood of leading to termination or denial of funding of the Head Start/Early Head Start grant and the Region IV Administration from Children and Families was notified of the impasse, it will be the responsibility of the Head Start/Early Head Start Director and/or the CAHS Department Director to forward a copy of the decision to the Regional Office.

j. In the event a court of competent jurisdiction rules that any part of these procedures is unenforceable, the procedures in their entirety shall be rendered null and void.

k. Each delegate agency will be responsible for developing its own procedures for internal dispute resolution, using these procedures as a guide.

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**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES  
HEAD START/EARLY HEAD START GRANTEE  
AND  
HEAD START/EARLY HEAD START POLICY COUNCIL**

**COMMUNICATION PROTOCOL**

**Objective**

This protocol is established to streamline and delineate communication responsibilities among the governing bodies that have the responsibility and oversight for the Miami-Dade County Head Start and Early Head Start Programs. The intent of this policy is to provide the mechanism that will promote clear, accurate and timely communication and sharing of information among all parties in order to facilitate an ongoing effective and efficient decision making process.

Communication between Policy Council, Board of County Commissioners (BCC), Community Action Agency Board, and County Administration is achieved through an established system which includes: Policy Council meetings, CAA Board meetings, policies and procedures, and program planning meetings.

**Protocol**

**Grantee agrees to:**

- a. Notify the Policy Council members of regularly scheduled meetings at least five (5) calendar days prior to the regular meeting, as outlined in the Policy Council By Laws Article VIII (Meetings of the Policy Council). Notifications will be issued via both electronic mail and U.S. mailings (hard copy with signature required upon receipt).
- b. Send all Policy Council meeting packages and action items via both electronic mail and U.S. mail (hard copy) with signature required upon receipt, to all Policy Council members at least five (5) calendar days prior to the regularly scheduled meeting.
- c. Provide requested information or reports within seven (7) calendar days from receipt of the written request from the Policy Council Board Chair. If the request cannot be fulfilled or provided in the allotted timeframe, the Head Start Director will provide a written explanation within 72 hours of notification of the inability to meet the stated deadline above.
- d. Provide the Policy Council, Board of County Commissioners (BCC), and the Community Action Board members with an annual training calendar. Trainings shall include program governance, Florida Sunshine Laws, ethics, and planning and budget. Trainings will be repeated as necessary when new board members join.
- e. Facilitate an annual meeting between the Policy Council and the BCC to exchange ideas on program planning policies, procedures and reports.
- f. Ensure compliance with the Head Start Act sec. 642(d)(2), related to the sharing of accurate and regular information for program planning, policies, and program operation for use by the governing body and the Policy Council.

MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES  
HEAD START/EARLY HEAD START GRANTEE  
AND  
HEAD START/EARLY HEAD START POLICY COUNCIL  
COMMUNICATION PROTOCOL

**Policy Council agrees to:**

- a. Submit all requests for information and/or documents in writing via the Policy Council Chair to the Head Start Director, a minimum of seven (7) calendar days prior to the date needed. All requests made will only be related to the mission of the Policy Council. Any and all other documents not related to the mission of the Policy Council shall be requested on an individual basis in accordance with the established policies and procedures of Miami-Dade County.
- b. Provide an oral and written summary report of each Policy Committee's approved/disapproved items, issues, and concerns at all regularly scheduled Policy Council meetings. This report shall be submitted by each Policy Council voting representative or designee.
- c. Provide an oral and written summary report on approved/disapproved items, issues and concerns at each Parent Committee. This summary report shall be given by each center's Policy Council representative or designee.
- d. Provide the BCC with written quarterly summary reports on items approved/disapproved by the Policy Council.
- e. Submit all requests for non-emergency meetings with County Administration in writing via the Policy Council Chair to the Head Start Director giving no less than seven (7) calendar days advance notice prior to the anticipated/expected day of the meeting.
- f. Submit all requests for non-emergency meetings with individual representatives of the BCC in writing via the Policy Council Chair to the Chair of the County Commission Committee of jurisdiction, giving no less than thirty (30) calendar days advance notice prior to the anticipated/expected day of the meeting.
- g. Submit all requests for non-emergency meetings with a County Commissioner(s) in writing via the Policy Council Chair to the Chair of the County Commission Committee of jurisdiction giving no less than thirty (30) calendar days advance notice prior to the anticipated /expected day of the meeting..

**Policy Council and Grantee agree to:**

- a. Forward any/all items taking place at either the BCC or the Policy Council meetings that requires mutually mandated approval or disapproval by both parties, to the other party within seven (7) calendar days after the respective entity has taken action. The receiving entity will have sixty (60) calendar days from receipt of the item to address the action taken by the previous entity. If a mutual agreement is not obtained within 120 calendar days from the initial action, Impasse Procedures will be implemented.
- b. Abide by the guidelines of the Florida Sunshine Law, Chapter 286, Florida Statutes.

MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES  
HEAD START/EARLY HEAD START GRANTEE  
AND  
HEAD START/EARLY HEAD START POLICY COUNCIL  
COMMUNICATION PROTOCOL

- c. Maintain respect for differing decisions and opinions of each governing body.

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MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT  
 HEAD START/EARLY HEAD START DIVISION  
 POLICIES AND PROCEDURES

<b>Subject:</b> Policy Council Composition	<b>Number:</b>
<b>Service Area:</b> Program Design and Management	<b>Section:</b> Program Governance
<b>Relevant Forms:</b>	<b>Date Effective:</b>

**REGULATION REFERENCE:** Performance Standard 1304.50 (B) (2)

**POLICY:**

To ensure fair and equitable representation among all delegates, the Head Start/Early Head Start Policy Council shall be comprised of a total of thirty-one voting member seats delineated as follows: twenty-six (26) seats for parents of children currently enrolled in Miami-Dade Head Start and Early Head Start locations, and five (5) seats for community representatives comprised of two (2) seats for non-staff representatives from the Board of County Commissioners ("BCC"), one (1) seat for a non-staff representative from the Community Action Agency ("CAA") Board, and (2) seats for additional non-staff representatives.

**PROCEDURES:**

1. Each delegate agency serving less than 500 children shall have one (1) voting representative seated on the Miami-Dade Head Start Policy Council. Delegate agencies serving 500 or more children shall be entitled to one (1) additional seat for every five hundred (500) additional children.
2. All program models shall be represented on the Miami-Dade Head Start Policy Council, with voting members representing **Head Start, Early Head Start, and Home-based.**
  - a. The **Early Head Start** voting member will be elected by the parents of children currently enrolled in the agency with the greatest number of Early Head Start slots.
  - b. The **Home-based** voting member will be elected by the parents of children currently enrolled in the agency with the greatest number of Home-based slots.
3. For a delegate agency with more than one site, parents of children enrolled at each site shall be entitled to elect a **Head Start** Policy Council Voting Representative during their Organizational meeting, which should be conducted between September 1<sup>st</sup> to September 21<sup>st</sup>.
  - a. The elected Head Start Policy Committee Voting Representatives from each of the sites shall then come together to elect one (1) **Head Start**

MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN  
SERVICES DEPARTMENT  
HEAD START/EARLY HEAD START DIVISION  
POLICIES AND PROCEDURES

Policy Council voting representative for their delegate agency. **Per Paragraph One above, a Delegate agency shall be entitled to one (1) additional voting representative per every five hundred additional children after the first five hundred children.**

- b. Delegate agencies with only one (1) voting Policy Council representative shall be allowed to elect one (1) alternate Policy Council member.
- c. Alternate Policy Council Representatives may attend the Policy Council meetings as observers, but **may only vote in the absence of the elected Policy Council Representative.**
- 4. Early Head Start parents of the delegate agency with the greatest number of Early Head Start slots shall elect an **Early Head Start** Policy Council Representative during the Organizational meeting for that agency, which should be conducted between September 1<sup>st</sup> through September 21<sup>st</sup>.
- 5. Home-based parents of the delegate agency with the greatest number of Home-based slots shall elect one (1) **Home-based** voting Policy Council Representative for their delegate agency at their Socialization meeting, conducted during the month of September prior to September 21<sup>st</sup>.
- 6. Community Representatives (excluding community representatives of the CAA Board and BCC described below) shall be elected following an application process, wherein an assigned committee of voting Head Start Policy Council members responsible for reviewing the applications will recommend a slate of candidates for parents of currently enrolled children to vote on. Community representatives must be from the community and cannot represent any delegate agency.
- 7. Community Action Agency board representative candidates shall be selected by the Community Action Agency Board chairperson at their September meeting and submitted for election by parents of currently enrolled children.
- 8. The representatives from the Board of County Commissioners shall not represent any one commissioner. Recommendations of membership to the Policy Council shall be submitted via the BCC Committee of Jurisdiction to the full Board of County Commissioners, which shall submit recommended candidates for election by parents of currently enrolled children..

<u>Composition</u>	<u>Voting</u>	<u>Alternates</u>
Head Start Parents	24	12
Early Head Start Parent	1	0
Home-Based Parent	1	0

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MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN  
SERVICES DEPARTMENT  
HEAD START/EARLY HEAD START DIVISION  
POLICIES AND PROCEDURES

Community Representatives	2	0
CAA Board Member	1	0
BCC Representatives	2	0
<b>Total:</b>	<b>31</b>	<b>12</b>

9. Ex-Officio Members

To ensure full community participation in the operation of the Miami-Dade Head Start/Early Head Start program the **Head Start Policy Council** will have a total of **four (4) ex-officio non-voting members** that are representatives of affiliated community organizations. The ex-officio members will be solicited from The Children's Trust, the local office of the Florida Department of Health, the Early Learning Coalition, and the regional office of the Department of Children and Families.

**Special Note-Policy Council representatives, community representatives, CAA Board and the Board of County Commissioners representatives must not have a conflict of interest with Miami-Dade Head Start/Early Head Start (including any delegate); and not receive compensation for serving on the policy council or for providing services to Miami-Dade Head Start/Early Head Start All members must declare so in writing. [HS Act 642(c)(2)(C)]**

# Memorandum



Date:

To:

From:

Subject:

In order to fill the two (2) vacancies on Miami-Dade Head Start/Early Head Start Policy Council for non-staff representatives from the BCC for the 2012-2013 program year, please submit resumes of potential applicants to fill these vacancies to the Clerk of the Board no later than -----; whereby a ballot will be prepared for the Board of County Commissioners' ("BCC") consideration at the -----meeting. All applicants recommended must include their resumes. **The BCC shall select four candidates, and parents of children enrolled in the Head Start/Early Head Start Program shall elect two of the four candidates to serve on the Policy Council.**

Applicants can be former Head Start/Early Head Start parents, including former Policy Council members who have not served on the Council more than three (3) years, as well as persons from the community that may have interest in the program. Candidates should be well rounded individuals that can contribute to the group and/or the program.

Should you have any questions, kindly contact -----