

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
Director's Office
HEAD START COLLABORATION and EARLY CHILDHOOD SYSTEMS OFFICE
EARLY CHILDHOOD ADVISORY COUNCIL, LEAD TEAM AND
PARTNERSHIP COMMITTEE BY-LAWS**

**ARTICLE I
NAME**

The advisory groups to the DEPARTMENT OF HEALTH AND HUMAN SERVICES, DIRECTOR'S OFFICE - HEAD START COLLABORATION AND EARLY CHILDHOOD SYSTEMS (HSC&ECS) OFFICE will be called the Early Childhood Advisory Council, Lead Team, and Partnership Committee.

**ARTICLE II
PURPOSE AND ROLE**

The Early Childhood Advisory Council, Lead Team and Partnership Committee will advise HSC & ECS to achieve the following mission: "Through statewide partnerships, the Nevada Head Start Collaboration and Early Childhood Systems Office enhances relationships, builds systems, and promotes quality services to meet the needs of young children and their families." The three advisory groups also promote and support the same vision. *"Nevada's children will be safe, healthy, and thriving during the first eight years of life, and the system will support children and families in achieving their full potential."*

In compliance with section 642B of the Head Start Act, Governor Jim Gibbons created the Nevada Early Childhood Advisory Council (ECAC) by executive order in September 2009 to strengthen state level coordination and collaboration among the various sectors and settings of early childhood programs in the state. The ECAC was continued by an executive order signed by Governor Brian Sandoval in July 2011. The executive order empowers the Director's Office of the Department of Health and Human Services with responsibility for establishing and supporting the Nevada ECAC.

**ARTICLE III
DUTIES**

- A. The HSC&ECS Office is advised by three separate groups, the Early Childhood Advisory Council, the Lead Team and the Partnership Committee. The HSC&ECS Office and the three groups address system building in the ten priority areas, (defined by the Head Start Act) as follows:
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| 1. Community Service Participation | 5. Health Care |
| 2. Child Care | |
| 3. Services for Children with Disabilities | 6. Services for Children Experiencing Homelessness |
| 4. Partnerships with Local Education Agencies | 7. Family Literacy Services |
| | 8. Welfare/Child Welfare |

9. Professional Development

10. Head Start Transition and Alignment with K-12

- B. Activities and goals of the office and all three of its advisory groups, the Early Childhood Advisory Council, the Lead Team and Partnership Committee support the following intended outcomes for all children in Nevada:
- All children are supported and ready to make a successful transition to school
 - All children have access to early childhood services that are accredited or meet national standards
 - Parents know child development
 - Parents know what to expect from programs and advocate for their children or self
 - Families partner in decision making at all levels and are satisfied with the services they receive
 - Families with young children are supported in their communities (employment, education, etc)
 - All children have access to medical home and health insurance
 - Social, emotional, mental health and developmental needs of young children & their families are supported by community-based services
 - Early childhood service provider workforce stabilizes
 - Early childhood workforce receives professional development to ensure quality services for all children (e.g. mental health, disabilities, etc.)
 - More families report that community-based services are organized so they can use them easily

ARTICLE IV **MEMBERSHIP and TERMS**

The HSC&ECS Office is advised by three separate groups, the Early Childhood Advisory Council, the Lead Team and the Partnership Committee. Each has a distinct role. The Early Childhood Advisory Council provides the primary guidance and vision for the office, making policy recommendations and setting priorities for early childhood funding managed by this office other than Head Start Collaboration funding. The Lead Team advises on how Head Start Collaboration funding is used to support and promote the needs of Head Start grantees across the state. The Partnership Committee serves as a networking and advisory body representing programs across the state serving young children and their families. As such, the membership of each body is described in the following pages.

- A. The structure of the advisory groups for the HSC&ECS Office shall consist of:
1. **Early Childhood Advisory Council** – The Nevada Early Childhood Advisory Council (ECAC) was created by an executive order signed by Governor Jim Gibbons in September 2009, and continued by an executive order signed by Governor Brian Sandoval in July 2011 to strengthen state level coordination and collaboration among the various sectors and settings of early childhood programs in the state. This council provides guidance and vision to the HSC&ECS Office. The ECAC meets quarterly in person, and monthly via phone conference calls, if necessary. The structure of the ECAC will be composed of the following representative members:
 - **Government Members based on position (no term limits)**
 - From DHHS
 1. HS SCO Director
 2. Child Care Administrator
 3. Part C Coordinator
 4. Early Childhood Mental Health Program Manager
 - From Nevada Department of Education
 5. Part B 619 Coordinator
 6. State Pre-K Administrator
 - **Appointed Members (with term limits)**
 7. Nevada Head Start Association President (or appointed alternate from the NVHSA)
 8. Local Education Agency
 9. Public Health (pediatric health care provider)
 10. Higher Education
 11. Business
 12. Parent
 13. Child Care provider
 14. Others as appointed by DHHS Director

Currently appointed ECAC members will recommend appointees to fill vacant term positions. The ECAC will reach consensus during a regularly scheduled meeting regarding appointees with terms. The HSC&ECS Office Director will submit those recommendations to the DHHS Director for approval. Upon approval, the DHHS Director's Office will send appointment letters. ECAC members will serve continuously until the council's existence is established long-term or permanently. At that time, terms will become staggered. The ECAC will recommend the length and staggering of terms. New appointments will be based on nominations from local ECAC's as originally recommended upon long term or permanent establishment of the council. Terms will be staggered to prevent turnover of a majority of appointed members at any given time.

2. **The Lead Team** will be responsible for chairing subcommittees or acting as the primary liaison between subcommittees and the Lead Team. The Lead Team will be responsible for addressing new issues and federal directives as they arise related to the Head Start Collaboration work specifically. Based on the annual grantee needs assessment, membership of the Lead Team will be reviewed. If Lead Team membership revision is deemed

necessary or preferential, the HSC&ECS director shall submit Lead Team recommendations to the Director of the State of Nevada, Department of Health and Human Services. The Director shall appoint members to the Lead Team. serves as the decision-making body regarding the direction of HSSCO planning specifically, including use of funds, and will be composed of:

1. HSC&ECS Director
2. Lead State Agency (Director's Office) Representation
3. Nevada Head Start Association President (or appointed alternate from the Nevada Head Start Association (NVHSA))
4. Head Start or Early Head Start representative appointed by the NVHSA
5. Early Childhood Social/Emotional and Mental Health Expert
6. Maternal Child Health Program Manager
7. Early Childhood Homeless Services Representative
8. State Pre-Kindergarten Administrator

3. **Partnership Committee** – The purpose of the Partnership Committee is to enhance relationships, build systems, and promote quality services to meet the needs of young children and their families. This committee is advisory to the Lead Team. The composition of this committee will be evaluated annually to ensure optimum representation from initiative areas of focus in the coming year. Facilitated by the HSC&ECS director, the Partnership Committee will meet quarterly in the month following the Lead Team meetings and will include the Lead Team in its membership.

- a. The Partnership Committee shall be composed of no more than thirty-five (35) member organizations representing all geographic regions and diverse populations of the state. Membership shall include leadership representatives from, but not limited to, the following entities: Head Start and Early Head Start grantee directors, Child Care Development/Nevada Welfare and Supportive Services Division, Nevada Department of Education, Family Literacy Programs, Oral Health, Nevada Early Intervention Services, Community Services Block Grant, Nevada Head Start Association, Office of Early Care and Education, Child Care Contractors, public non-profit agencies serving families, Nevada System of Higher Education, Child Care Licensing, Medicaid/Nevada Check Up, Mental Health, Maternal Child Health/Health Division, and Family Resource Centers.
- b. Each year during the strategic planning process, the Partnership Committee membership may be modified to reflect the annual work plan, goals and objectives. The director of the HSC&ECS Office, after consultation with the Lead Team, will invite new members to participate on the Partnership Committee. Each member will be asked to serve on the committee for a minimum of two years. Each member is expected to participate in a majority of the quarterly meetings and activities.

B. **Participation** – All committee representation is based upon a designated (or approved alternate) person who represents a member agency on said committee. Consistency of participation is important; therefore, any agency missing two

consecutive meetings with unexcused absences may be asked to terminate membership so that another agency may be invited to participate. An unexcused absence is one in which a member who is unable to participate in a meeting does not notify the HSC&ECS Office prior to that meeting of his/her inability to attend.

ARTICLE V VACANCIES

Upon the occurrence of any vacancy, the Early Childhood Advisory Council (for its structure) or the Lead Team (for its structure) shall make recommendations to the Director of the Department of Health and Human Services to appoint a new member. Consideration will be given to the demographic, geographic, organizational representation, and diverse balance of the Committee.

ARTICLE VI MEETING PROCEDURES and PROTOCOL

- A. The ECAC, Lead Team and Partnership Committee shall meet at least quarterly in such locations as deemed necessary.
- B. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law (N.R.S. 241.010 through 241.040, inclusive).
- C. The HSC&ECS Office shall maintain correct and complete records (written and recorded) and summarized minutes of the ECAC, Lead Team, and Partnership Committee meetings. Resultant reports, records, and minutes are open to the public.
- D. A majority of the ECAC or Lead Team constitutes a quorum for the transaction of business, and a majority of a quorum present at any meeting is sufficient for any advisory action made by the Partnership Committee.
- E. Email votes of the Early Childhood Advisory Council, Lead Team, or the Partnership Committee may be taken between meetings by replying only to the HSC&ECS Office. Replies to all may violate open meeting law. Votes will be ratified at the next regular or special meeting of the official body by whom the vote is made.

ARTICLE VII SUBCOMMITTEES

- A. Subcommittees may be formed as necessary and may include outside representation for the purposes of providing expertise in a given area. Subcommittees must also comply with the open meeting law.
- B. At least one member of the ECAC, Lead Team or Partnership Committee shall serve on Subcommittee in order to act as a liaison and provide guidance.

**ARTICLE VIII
EXPENSES**

- A. If funding is available for travel incurred in the performance of the ECAC, Lead Team or Partnership Committee members shall be reimbursed according to the State reimbursement policy for members who must travel beyond thirty miles from their bases of operation in order to attend HSC&ECS activities. Requests for travel reimbursement must be made and approved, in advance, by the HSC&ECS director.
- B. All members of the ECAC, Lead Team and Partnership Committee shall serve on a voluntary basis and shall not receive additional compensation for their services.

**ARTICLE IX
CONFLICT OF INTEREST**

Each Committee member is responsible for declaring when a conflict of interest exists, including any matter that would provide direct personal financial benefit for that member. When a conflict of interest exists, the conflicted member will refrain from the voting process. If a conflict of interest is known to exist but is not declared by an individual, one or more members of any group governed by these bylaws may ask that individual to refrain from the voting process.

**ARTICLE X
AMENDMENTS**

Proposed amendments will be distributed to advisory group members in writing at least one week prior to a regularly scheduled or special meeting. These bylaws may be altered, amended or repealed by a majority of the Early Childhood Advisory Council members at any regularly scheduled or special meeting in compliance with Nevada Open Meeting Laws.

These bylaws were approved and adopted at regularly scheduled meetings of the ECAC, Lead Team and Partnership Committee as follows:

- Early Childhood Advisory Council – March 16, 2011
- Lead Team – February 9, 2011
- Partnership Committee – June 15, 2011