



Copper Country Great Start Collaborative

OPERATING GUIDELINES

Approved 2/3/11

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Operating Guidelines

I. Who We Are

The Copper Country Great Start Collaborative (CCGSC) is the local planning and decision-making body for the Great Start system – Michigan’s comprehensive early childhood system. The Great Start system components are: Pediatric and Family Health, Social and Emotional Health, Family Support, Parenting Leadership, Child Care and Early Learning.

II. Vision

A Great Start for every child in Baraga, Houghton and Keweenaw Counties: safe, healthy and eager to succeed in school and in life.

III. Mission

The Mission of the Copper Country Great Start Collaborative is to coordinate an early childhood system that supports all families in providing a great start for their children from birth through age five.

IV. Purpose

The purpose of the collaborative is to:

- A. Engage key stakeholders in the ongoing process of building a system of community resources to support all Baraga, Houghton and Keweenaw County families in providing a Great Start for their children from birth to age 5.
- B. Work in partnership with the local Great Start Collaborative Director in accomplishing early childhood related tasks, goals and objectives to improve the local system of early childhood related programs and services.
- C. Assist in the development and implementation of a local early childhood and parent focused strategic and action plan based on a local needs assessment.
- D. Implement recommendations for local systems for on-going improvements.
- E. Encourage, facilitate and support parent participation and leadership.
- F. Assist in engaging philanthropic, faith-based, public, private and legislative support including fund development, and advocacy.

V. Membership

A. At a minimum, the GSC membership must include representatives from the following groups, programs and organizations. Organizational representatives must be able to make decisions on behalf of the organization.

1. Parents of children (aged 12 or younger) who represent the diversity of the counties constitute at least 20% of total membership.
2. Business leaders, e.g. a president of a local chamber of commerce, a director of workforce development for the county or counties or a manufacturing association.
3. Philanthropic and/or charitable organizations, e.g. the United Way, a community foundation, a service organization.
4. Faith-based organization
5. Organizations that provide services on behalf of minority populations in the county or counties
6. Intermediate School District
7. Department of Public Health
8. Department of Human Services
9. Community Mental Health
10. Hospital, health care system and /or managed care plan serving the area represented by the GSC
11. Juvenile or family court judge
12. Early On
13. Representatives from home visitation and parenting education programs
14. Head Start/ Early Head Start
15. Michigan School Readiness Program

16. Licensed child care center and/or Home or Group Home
 17. Local school district superintendents and elementary school principals
 18. Elected government officials
- B. Other membership requirements:
1. Parents (birth, adoptive, foster, non-custodial or legal guardian) must constitute at least 20 percent of the total membership, be reflective of the demographic makeup of the community, and be parenting children aged 12 or younger.
 2. Parent members are to receive within two weeks after the meeting, financial reimbursement for expenses incurred as a member, and access to professional development and mentoring opportunities. Reimbursement is as follows:
 - a. Child care costs @ \$3.00 per hour for the first child and \$2.00 for each additional child
 - b. Mileage @ current IRS rate
 - c. Honorarium for each meeting @ \$25.00 per meeting
 3. The members of the collaborative, with the exception of parents, must have sufficient authority to commit funds, staff and other resources on behalf of their organization.
 4. The Great Start Collaborative may include other members of the community as deemed necessary to achieve the goals of the Collaborative. Members are selected by an informal process of referral to the Collaborative, followed by a brief interview and orientation with the prospective member to insure they meet requirements, and have sufficient understanding and commitment to the mission of the Collaborative. Referrals can be made by any Collaborative member, the Project Coordinator, or other interested parties. Once selected for membership, the new prospective member shall submit a letter of commitment to the Project Director. Updated membership lists will be provided to members as necessary at regularly scheduled meetings.
 5. The Copper Country Great Start Collaborative shall also include as a member the director of the Copper Country Human Services Coordinating Body.

VI. Membership Responsibilities

It is crucial to the success of the CCGSC to have an active and engaged membership. The GSC will meet a minimum of four times per year as a full body. When circumstances prevent executive-level members from participation in all required GSC meetings, those members may appoint a high level administrative or managerial staff person to deliberate and make decisions in their absence, as long as the appointing executive attends at least two meetings per year. It is expected that high-level administrative or managerial staff who are appointed to serve in the absence of the executive, will report to the executive on the

business of the GSC on a regular and ongoing basis. The membership provides overall direction in the governance and operations of the collaborative, appoints committees to undertake specific functions of the collaborative, and assures accountability for commitments made within the collaborative and the community.

Membership duties include but are not limited to:

- A. A commitment to attend all meetings either in person, or via telephone or video-teleconferencing.
- B. Appoint committees, and/or workgroups for specific tasks
- C. Provide direction, resources and support for committees and workgroups.
- D. Cooperate with providing necessary statistical and other needed information for updates of the Report to the Community and strategic plan.
- E. Review progress, and ensure coordination of the Action Agenda Goals and Scope of Work.
- F. Assure accountability for commitments made within the Collaborative and the community.
- G. Keep the Project Director informed of any changes in membership, contact information, or availability of time and resources.
- H. Participate in and/or provide for professional development and mentoring opportunities.
- I. Make a good faith effort to contribute toward fulfilling the mission and purposes of the Copper Country Great Start Collaborative.

VII. Meetings

- A. Members of the CCGSC, in corporation with the Collaborative Director, will determine by majority the frequency, location and time of meetings for a minimum of 4 meetings per year.
- B. Members will receive notification of meetings at least two weeks before the scheduled meeting via e-mail. Members without e-mail access will receive a copy through the U.S. mail.
- C. Participation in a meeting via teleconferencing or video-teleconferencing constitutes presence at a meeting.

- D. Business decisions regarding the Collaborative will be made by majority vote of those present at the Collaborative meeting.
- E. In order to meet the attendance criteria, it is crucial that members attend scheduled meetings. If a member is not available for a scheduled meeting, the member shall contact the Collaborative Director in advance and if possible arrange for an authorized designee to attend the meeting.
- F. To remain on the CCGSC a member or their designee must attend at least three (3) of the scheduled meetings within the year. The absence of any members for two (2) consecutive regularly scheduled meetings without justification can be cause for removal from the CCGSC. Nothing in these guidelines would prevent the CCGSC from reinstating an individual or agency/organization membership based upon a review and recommendation from the Executive Committee.

VIII. Executive Committee

A. Membership

The Executive Committee shall consist of the officers of its Collaborative and shall be democratically elected by the members. The EC shall consist of the following members:

1. Chair
2. Vice Chair
3. Recording Secretary
4. GSC Director (ex officio)
5. Parent Liaison (ex officio)
6. Three (3) members at large

The chair and the vice chair shall be representatives from different organizations.

B. Representation

The Collaborative shall strive to ensure representation on the EC from all three counties and from each of the five service areas of the Great Start System.

1. Child Care and Education
2. Parenting Leadership

3. Social and Emotional Health
 4. Pediatric and Family Health
 5. Family Support
- C. Duties of the Officers
1. Chairperson
 - a. Preside over and prepare agendas in consultation with the CCGSD for all monthly meetings
 - b. Follow by consensus simple parliamentary procedures
 - c. Provide a collaborative leadership style
 - d. Recommend members to committees and workgroups as necessary
 - e. Promote the Great Start Collaborative in the Community
 - f. Meet with the Parent Coalition at least once a year
 2. Vice-Chairperson
 - a. Preside over meetings in the absence of the Chair
 - b. Fulfill the duties of the Chair in the event the Chair is unable to do so for any reason.
 - c. Serve out the term of the Chair in the event that he/she is unable to complete the term of office
 - d. Notify the Director in advance in the event that neither the Chair or Vice-Chair will be present and able to preside at a scheduled meeting
 - e. Promote the Great Start Collaborative in the Community
 3. Recording Secretary
 - a. Attend all monthly meetings
 - b. Take detailed minutes of the meetings
 - c. Consult with and provide copies of minutes to the Director within one week following the meeting
 - d. Appoint a designee if unable to attend a scheduled meeting, and notify the Director in advance
- D. Participation
- The Executive Committee will meet a minimum of six (6) times and members are required to attend four (4) of the scheduled meetings. Attendance may be in the form of participation through interactive television, conference calling, web conferencing or other technology method, when available.
- E. Vacancies

If an officer has three (3) or more unexcused absences from meetings, their membership will be reviewed by the EC and they may be replaced by the general membership at the next meeting.

E. Committees

Committees shall be recommended by the Executive Committee.

F. Term

Officers and the Executive Committee members will serve for a one year term and will be eligible to serve no more than three consecutive terms. The EC shall be elected by a majority of the Collaborative Board, and terms of office will be October 1st - September 30th each year.

IX. Standing Committees

The CCGSC will be undertaking specific tasks, and will accomplish the detailed work of these tasks and processes via the use of committees and workgroups. Meetings will be held as appropriate to complete needed tasks. The standing committees as follows:

- A. Executive Committee: Responsible for administrative oversight
- B. Communications Committee: Responsible for website updates, communication plan, early childhood community report card updates.
- C. System of Care Committee: Responsible for assisting with input, recommendations, and oversight of the collaboration, coordination and system goals of the action agenda.
- G. Baraga County Task Force: The Baraga County Task Force will address the issues on the action agenda that are unique to Baraga County.

Each standing committee will form a leadership structure parallel to the CCGSC, and make written progress reports to the Collaborative at the regularly scheduled meetings. The CCGSC and/or standing committees may form ad hoc committees, sub-committees and/or workgroups as needed to fulfill specific tasks. The ad hoc and/or workgroups will make written progress reports to the designated standing committee or to the CCGSC.

X. Voting

- A. The preferred decision making process of the CCGSC shall be Consensus. Consensus is defined as: A decision which every member of the group can support even if the decision is not every member's preference.

If consensus cannot be obtained, Robert's Rules of Order shall guide the voting.

- B. For voting purposes, a quorum shall consist of a simple majority of those members or approved designees in attendance including a minimum of one parent representative. Each member or designee shall have one vote.
- C. The CCGSC will use the "one designated member, one vote" rule as a guideline for voting purposes. A CCGSC member who is unable to attend may have an official designee as their representative by notifying the chairperson before the day of the meeting. Although CCGSC partners may have an agency guest attend meetings, it is only one designated person who is able to vote on their agencies behalf.
- D. When roll call voting is required or requested, the names and votes of members and designees shall be recorded in the minutes.
- E. Members or designees shall abstain from voting when the question to be voted on directly or indirectly provides the member's organization with funding or services through a contractual relationship.
- F. Members are expected to report any other issues that may constitute a conflict of interest. The membership will then determine through the rules above if a conflict does exist, and if so, the member will abstain from voting on the issue. Members will also excuse themselves from discussion regarding issues with which the conflict of interest exists.

XI. Conflict Resolution

Communications between members of the CCGSC shall be mutually respectful reflecting the shared vision and spirit of cooperation. In the event that a conflict should arise, it shall be handled in a respectful and discreet manner.

- A. Should a member have an issue or conflict that they are not able to address at a scheduled meeting, they may contact the Collaborative Director for resolution or referral to the Executive committee.
- B. In the event that a member has a conflict or issue regarding the Collaborative Director, they may contact the Executive Committee directly.
- C. In the event that none of these procedures resolves the conflict or issue, the CCGSC Executive Committee may authorize the use of an outside mediator.

XI. Procedures and Amendments

- A. Amendments

These operational guidelines may be amended by a majority vote of the members of the CCGSC as appointed. At least one week prior to voting, CCGSC members will receive written or e-mail notification of the proposed amendment and the meeting at which it will be considered.

B. Funding Decisions

1. A prioritized list of needs will be developed and used for future funding decisions. Members will vote on the priority list of needs to be addressed at a regularly scheduled CCGSC meeting. The prioritized list will be reviewed at least annually by the CCGSC through presentation by the Executive Committee.
2. Whenever possible, all members will be notified when grant funds pertaining to the priorities or other areas of the action agenda become available. This could be accomplished via e-mail, faxing, special meetings and regularly scheduled meetings. Grants that support the Action Agenda funding priorities may be applied for directly by the Collaborative or in collaboration with a partner organization. If the Collaborative applies for funding directly, the CCISD will serve as fiscal agent. Project management would be specified by the grant. If the partner organization applies, they would then serve as fiscal agent and provide project management. Decisions to apply for funding of Action Agenda priorities must be approved by the Collaborative.
3. Partner organizations applying for grants who request a support letter must submit the request to the Director. If the Director is unavailable, the request could be submitted to the Collaborative Chairperson. The request will then be put to the Collaborative for a vote. If time is a factor, voting could be done via email. Grants that relate to and support the Action Agenda Goals will be given priority.