



## **Part 1301 Program Governance**

**1301.1** The Upper Cumberland Human Resource Agency (UCHRA) will establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and a parent committee. The Governing body (UCHRA Board of Directors) will have the legal and fiscal responsibility to administer and oversee the agency's Head Start Program. The Policy Council will have the responsibility for the direction of the UCHRA Head Start Program.

**1301.2 Board of Directors:** The Head Start Grantee, Upper Cumberland Human Resource Agency (UCHRA) is the successor to the governmental agency empowered pursuant to an Act adopted by the General Assembly of the State of Tennessee, known as the Human Resource Agency Act of 1973, Tennessee Code Annotated (TCA), 13-26-101 et seq. The purpose of UCHRA is to promote the development of human resources in the Upper Cumberland region and recognizes that a need exists to obtain a strong local involvement of federal, state or other agencies which affect the welfare and well-being of the region's citizens. As prescribed in TCA the county mayor of each county, the city mayor of each incorporated city, one minority member at large appointed by the governing body, one State Senator, one State Representative, and one consumer representative from each county shall serve on the governing board. Each county mayor and/or city mayor maintain expertise in fiscal management. One member shall have knowledge in early childhood education and development, when this is not applicable an individual for contract in this area will be obtained. One member shall be a licensed attorney, when this is not applicable an individual for contract in this area will be obtained. Conflict of interest statements will be signed and obtained by all members. All items as outlined in Appendix A and of the Head Start regulation and the Head Start Act of 2007 for governing bodies shall be submitted on a regular basis.

*Responsibilities:* The Governing Body shall have legal and fiscal responsibility for administering and overseeing the program, including safeguarding the Federal Funds. They shall fully participate in the development, planning and evaluation of the Head Start Program, be responsible for ensuring compliance with Federal laws ( including regulations) and applicable state and local laws, (including regulation) and be responsible for other activities including:

- Selecting delegate agencies and service areas for such agencies when applicable;
- Establishing procedures and criteria for recruitment, selection and enrollment of children;
- Reviewing applications for funding and amendments to applications for funding;
- Establishing procedures and guidelines for accessing and collecting information:
  - (a) Monthly financial statements, including credit card expenditures
  - (b) Monthly program information summaries

- (c) Program enrollment reports
  - (d) Monthly reports of meals and snacks provided through the Dept. Of Agriculture
  - (e) The financial audit
  - (f) The annual self-assessment, including any findings related to the assessment
  - (g) The communitywide strategic planning and needs assessment, including updates
  - (h) Communications and guidance from the Secretary
  - (i) The program information report
- Reviewing and approving all major policies including
  - (aa) the annual self- assessment and financial audit
  - (bb) Agency progress in carrying out the programmatic and fiscal provisions within the agency grant application, including implementation of corrective actions
  - (cc) Selection (except when the financial auditor is assigned by the State under State law or under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body
  - (dd) Monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices
- Reviewing results from monitoring conducted under administrative and financial management standards
- Approving personnel policies and procedures, including policies and procedures regarding hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Office and any other person in an equivalent position with the agency.
- Establishing, adopting and periodically updating written standards of conduct and formal procedures for disclosing and addressing and resolving--
  - 1. Any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services and furnish goods to the Head Start program
  - 2. Complaints, including investigations, when appropriate
- The governing body must use ongoing monitoring results, data on school readiness goals to promote school preparedness of children through school entry, including activities to encourage families and caregivers to engage in highly interactive, developmentally and age appropriate activities to improve children's early social, emotional, and cognitive development and foster parental and family involvement in the early education of young children. They shall support professional development, recruitment and retention initiatives for early childhood educators. Enhance existing early childhood education and development and services including quality improvement activities and carry out activities consistent with the State's plan.

**1301.3 Policy Council** The agency shall establish and maintain a policy council responsible for the direction of the Head Start Program. The policy council shall be elected by the parents of children who are currently enrolled in the Head Start Program. The policy council shall be composed of parents of children who are currently enrolled in the Head Start program and shall constitute a majority of the members and members at large of the community served by the program who may include parents of children who were formerly enrolled in the Head Start program. Members of the policy council shall not have a conflict of interest in the Head Start program and not receive compensation for serving on the policy council. Staff may not serve on the policy council. A member will serve for one year. If the member intends to serve another year she/he must stand for re-election. The bylaws for the policy council shall confirm the number of one -year terms, not to exceed five terms, a member can serve. The program must enable low-income members to participate fully in the policy council by providing, If necessary, reimbursements for reasonable expenses incurred.

*Responsibilities:* The policy council shall approve and submit to the governing body decisions about:

- Activities to support the active involvement of parents in supporting program operations including policies to ensure that the Head start is responsive to community and parent needs
- Program recruitment, selection and enrollment priorities
- Applications for funding and amendments to applications for funding prior to submission
- Budget planning for program expenditures including policies for reimbursement and participation in policy council activities
- Program personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- Developing procedure for how members of the policy council will be elected
- Recommendations on the selection of delegate agencies and the service area when applicable.
- The Policy Council must use ongoing monitoring results, data on school readiness goals to promote school preparedness of children through school entry, including activities to encourage families and caregivers to engage in highly interactive, developmentally and age appropriate activities to improve children's early social, emotional, and cognitive development. and foster parental and family involvement in the early education of young children. They shall support professional development, recruitment and retention initiatives for early childhood educators. Enhance existing early childhood education and development and services including quality improvement activities and carry out activities consistent with the State's plan.

**1301.4 Parent Committee** shall be established and be comprised exclusively of parents of currently enrolled children as early in the program year as possible. The committee shall be established at the center level and ensure that parents understand the process for elections of

policy council and other leadership opportunities. The program shall determine the best methods to engage families using strategies that are most effective in their community. The program must ensure the parent committee carries out the following minimum responsibilities:

- Advise staff in developing and implementing policies, activities and services that meet the needs of children and families.
- Have a process for communication with the policy council.
- Within the guidelines established by the governing body, policy council participate in the recruitment and screening of Head Start employees.

**1301.5 Training** The Program must provide appropriate training and technical assistance or Orientation to the governing body and advisory committee members and policy council, including training on program performance standard and determining, verifying and documenting eligibility.

**1301.6 Impasse Procedures** To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council. The governing body and policy council must establish written procedures for resolving internal disputes between the governing body and policy council in a timely manner. These procedures shall reflect that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body. If there is a disagreement, set forth the requirement that notification in writing must occur by the governing body/policy council informing either group why it does not accept the decision. .

There shall be established an Impasse Resolution Committee. This committee will be composed of an equal number of members from both the Policy Council and Grantee Board, and one disinterested third party on whom the Board and the Council members can agree. The Committee will be structured as follows:

UCHRA Board-One (1) member

Policy Council-One (1) member

Third parties- (1) member

The Board and Council representatives will be elected by their respective bodies and will then meet and select the third party member. Both the Board and Council may make recommendations as to third party members. Issues can be presented to the Impasse Resolution Committee and properly considered by them only after either the Policy Council or the Board has initiated a written request to the Committee members, and after the President/Chairperson of both groups have verified to the Committee that the prescribed prior procedures and efforts to reach an agreement have failed and that an impasse has in fact been reached. Once all Committee members have been properly notified that an impasse has been reached, said Committee must meet and consider the issues and render a decision within 30 days. Written notice of the Committee's decision will be forwarded to the Board and Council Chairperson and the Grantee Executive Director and Head Start Director. In the event the decision making process does not

result in a resolution and an impasse continues the governing body and policy must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.