



GATEWAYS TO OPPORTUNITY

Illinois Professional Development System

PDAC Governance Committee

December 11, 2014

9:00AM – 10:00 AM

Telenet Minutes

Attendees

Anne Wharff	Joni Scritchlow
Deb Widenhofer	Julie Lindstrom
Joleen Patton	Sharyl Robin

Welcome – Deb Widenhofer, co-chair

- Call-in participants were welcomed to the meeting.

Goal for the Day

- Review and move forward the PDAC Operating Guidelines and Procedures Document.

Approval of the Minutes

- April 11, 2014
 - Joleen Patton moved to approve the minutes.
 - Sharyl Robin seconded the motion.
 - Minutes approved.

PDAC Operating Guidelines and Procedures Document Review

- The document was reviewed by the committee. (Attachment 1)
- The document was approved by the committee.
- A vote is needed for approval at the Steering Committee level.
- The document will be shared with the full PDAC Committee, but no vote will be taken.
- A Recommendation for Approval has been drafted for PDAC Steering. (Attachment 2)
 - Recommendation for Approval was approved by a committee vote.

FY15 Meeting Dates

- The following dates are scheduled for the PDAC Governance Committee.
 - February 19, 2015 Webinar or Telenet (1:00PM – 5:00PM)

- April 29, 2015 Meeting or Telenet, time also to be determined
- June 19, 2015 (1:00PM – 5:00PM)

Adjourn

- Deb thanked everyone for their participation in the telenet.





GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

**Illinois Professional Development Advisory Council (PDAC)
Operating Guidelines and Procedures**

MISSION

Who We Are:

The Professional Development Advisory Council (PDAC) is a group of highly qualified practitioners, educators, and advocates from around the state. PDAC was created in December 2002 by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development, and introduced Gateways to Opportunity statewide in March 2005. Gateways to Opportunity is the Illinois professional development system for early care and education, school-age, and youth development professionals. PDAC's overall strategy is to improve the stability of the workforce through increased professional development and improved opportunities for career advancement. PDAC members accomplish this goal through their dedicated efforts and involvement in PDAC committees.

What We Believe

The partners involved in this collaborative effort are committed to developing an integrated statewide professional development system. Additional goals are to promote professionalism within the early care and education, school-age, and youth development fields and provide opportunities and compensation for professionals to further their education and training. The system is accessible and affordable to practitioners across Illinois working in these fields. PDAC partners recognize that these goals are achievable only through collaboration with statewide, regional, and local organizations and funding entities (private and public) committed to this common purpose.

Our Role:

The role of PDAC through its membership is to act as a collective advisory body made up of stakeholders who work with and for children, youth and families that collaborate to develop recommendations in keeping with PDAC's vision, mission and goals pertaining to professional development.

Our Vision:

Illinois early care and education, school-age, youth development, and family support practitioners are well-qualified professionals who nurture and support the development and learning of children, youth, and families.

Our Mission:

To develop, support, and promote a professional development system for all early care and education, school-age, youth development, and family support practitioners.

Our Values:

We believe an effective professional development system is inclusive of practitioners in all settings serving children, youth, and families; service providers and program staff; and educators and trainers.

MEMBERSHIP

PDAC Membership represents the diversity of Early Childhood and School and Youth Development, and Family Practitioners in Illinois. Co-chairs are charged with insuring broad committee member representation including:

- Sectors (e.g. child care, Head Start/Early Head Start, public preschool/primary education, early intervention/special education)
- Settings (e.g. centers, schools, homes)
- Agencies (e.g. CCR&R's, advocacy groups, training entities, and state agencies)
- Geography (e.g. the entire state represented)
- Under-represented groups (e.g. language, culture, ethnicity, and race within state's population)
- Higher education (e.g. two- and four-year institutions)
- Roles (direct service professionals and those working directly or indirectly for young children and their families)

PDAC Process for Membership:

- Committees and Committee Co-Chairs propose new membership.
 - Includes self-nomination, assignment by agency, direct request due to specific expertise, succession planning etc.
- Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) committee liaison shares proposed members with Senior Program Director.
 - Senior Program Director shares proposed members with PDAC Leadership (comprised of PDAC Co-Chairs and IDHS) for their approval, and a welcome packet is sent to the new member.
- On an annual basis PDAC committee member lists are reviewed by PDAC Steering Committee for specific input as to member representation, constituencies represented for a general overview of identification of needs in recruitment on an annual basis.

PDAC Member Responsibilities:

- PDAC members have been selected as professional representatives of specific constituencies related to children and families. Attendance at meetings is expected to maintain full participation and representation.
- All PDAC members must also be a member of a PDAC Standing Committee or designated Ad Hoc committee.
- Participate in the work of the committees and PDAC through meeting attendance, e-mail correspondence, etc.
- Keep Gateways to Opportunity Registry membership current.
- Each member of PDAC is a valued participant in the process of developing the Gateways to Opportunity Professional Development System related to children and families. In order to make the best use of everyone's time, talent and energy, the following guidelines have been put in place:
 - Attend meetings in order to ensure full participation and maintain representation. This includes being punctual and staying for entire meeting.
 - Review materials prior to the meeting and come prepared for discussion.
 - Participate fully in the meetings.
 - This could include turning off/silencing mobile devices.
 - Communicate openly and directly.
 - Assume that other's intentions are positive.
 - Conversation needs to be aligned with the purpose of PDAC.
 - PDAC members who do not fulfill these responsibilities maybe be asked to resign.

Guest PDAC Participant Guidelines:

- Guests at PDAC meetings are non-voting participants.
- Guests can participate in discussions.

STRUCTURE

PDAC's work is accomplished through a committee structure that includes the Steering Committee, the Standing Committees and Ad Hoc Work Groups which comprise PDAC. Committees shall be comprised of members who represent a varied array of constituency groups, as well as the regional, cultural and linguistic diversity in the state.

Standing Committees are convened when PDAC needs to use them on a continual basis, but can be dissolved as needed.

PDAC Standing Committees:

PDAC Standing Committees include, but are not limited to:

Financial Supports Committee:

- Gain statewide consensus regarding compensation parity including regional impact/implications.
- Investigate financial supports to identify and prioritize successes and barriers to professional development access.
- Promote the alignment of existing Gateways to Opportunity financial supports to strengthen accessibility in all settings serving children, youth, and families.

Information, Analysis and Trends Committee:

- Establish a well-informed committee membership based on identified needs.
- Establish connections with information sources related to professional development, professional development system trends, research, and policy.
- Establish a framework for disseminating information.
- Synthesize available information, trends, research, and policy around issues critical to professional development and professional development systems.

PDAC Governance Committee:

- Create a Leadership Development Plan.
- Maintain well-defined processes and protocols to support PDAC decision-making.

Qualifications and Credentials Committee:

- Review, develop, and implement Gateways to Opportunity Credentials.
- Improve access and incentivizing of Gateways to Opportunity Credentials.
- Ensure credentialed practitioners reflect the diversity of the children and families served.

Workforce Development and Pathways Committee:

- Gain cross-sector agreement on an integrated/common language and definitions related to workforce "roles" and education/qualifications.
- Develop strategies and policies to increase the workforce's qualifications, education, and compensation.
- Enhance the Gateways to Opportunity Career Lattice to include multiple access points and dimensions of quality to allow for greater utilization.
- Influence college coursework to be reflective of current research and best practices while providing students with an opportunity to put theory into practice before entering the field.

Standing committees may convene one or more Ad Hoc Work Groups for a specific task with an identified timeline.

*Goals as identified in the Strategic Plan.

Standing Committee Co-Chair Responsibilities: *(in addition to the roles listed in PDAC Steering Committee)*

PDAC committee Co-Chairs are responsible for the types of tasks outlined below. Depending on the work of specific committees, Co-Chairs may assume additional responsibilities.

- Provide leadership and vision in determining and prioritizing committee goals.
- Convene meetings quarterly or more frequently.
- Develop and review documents and materials with INCCRRA Staff Liaison prior to distribution:
 - Correspondence with committee members and potential members
 - Agendas and handouts
 - Meeting notes and follow up materials
 - Committee work plans
 - Recommendations to the PDAC Steering Committee
- Provide committee reports back to PDAC and PDAC Steering as requested.
- Communicate as needed with INCCRRA Committee liaison to ensure coordination of work activities and their forward movement.
- Communicate as needed with committee members to ensure non duplication of work efforts.
- Attend all PDAC meetings.
- Attend all PDAC Steering Committee meetings.
- Collaborate with other committees as needed.

PDAC Steering Committee:

The PDAC Steering Committee is comprised of PDAC Co-Chairs, INCCRRA's Senior Program Director, the Co-Chairs of PDAC committees, and at-large members who serve at the discretion of the PDAC Co-Chairs and relevant state agencies and state board representatives. The Steering Committee will:

- Set the direction of PDAC and coordinate its work across committees to insure non-duplication of work.
- Insure an effective committee structure to guide the work of PDAC to accomplish its goals.
- Develop and annually review the Strategic Plan.
- Develop and implement goals and objectives for the Steering Committee as part of the Strategic Plan.
- Provide leadership and vision in supporting the Illinois Professional Development System.
- Approve all formal recommendations from committees to take to PDAC for approval.
- Provide input to PDAC meeting agendas.

PDAC Co-chair Responsibilities: *(in addition to the roles listed in PDAC Steering Committee)*

- Provide leadership and vision to PDAC and PDAC Steering Committee.
- Participate in setting and prioritizing PDAC Steering Committee goals and objectives.
- Designate PDAC Committee Co-Chairs in conjunction with relevant state agencies and state board representatives.
- Communicate as needed with the Senior Program Director to ensure coordination of committee activities and their movement forward.
- Develop and review documents and materials with the Senior Program Director prior to distribution:
 - Agendas
 - Correspondence with Steering Committee and PDAC members
 - Recommendations to the Steering Committee
- In a neutral manner, facilitate discussion during PDAC meetings; process information and summarize it back to the membership.
- Convene and facilitate a minimum of four (4) PDAC meetings and the PDAC Annual Meeting per fiscal year.
- Convene and facilitate a minimum of four (4) PDAC Steering Committee meetings per fiscal year.
- Attend all PDAC meetings.
- Attend all PDAC Steering Committee meetings.
- Represent PDAC on the following:

- Illinois Early Learning Council
- Illinois Early Learning Council Program Standards and Quality Committee
- Illinois Department of Human Services Child Care Advisory Council
- Other as appointed

PROCESS and PROTOCOL

Decision-Making Process at PDAC:

- PDAC meetings use a modified form of decision-making. This process will assist in documenting actions taken at PDAC meetings. Guests can participate in discussion at discretion of co-chairs.

Flow Chart of Process of a Recommendation

- Committee Work → discussion and framing of a recommendation → vote yes → recommendation and rationale forwarded to Steering ↓
- Steering Committee → presentation and discussion □/* → voting yes ↓ or no ↑
- PDAC → presentation and discussion □/* → voting yes ↓ or no ↑
- Appropriate entity for approval

□ possible amendments

*re-stating the motion and call for votes

Committee Recommendations:

All recommendations must be approved by the Steering Committee before being brought to PDAC. Recommendations must be brought forward by one of the co-chairs of a standing committee or designee. The standing committee co-chairs may provide supporting or background information regarding the recommendation. After the recommendation is presented by the standing committee co-chair, the PDAC Co-Chair will call for a consensus vote.

The recommendation process is as follows:

1. Motion – a recommendation from a standing committee will be presented by one of the co-chairs of that committee.
2. Discussion – all members discuss the recommendation “on the floor”.
3. Re-state the Recommendation – after discussion, the PDAC Co-Chair will re-state the recommendation prior to voting.
4. Vote – see below for a description of the voting procedure.
5. Following PDAC approval, INCCRRA staff will forward to the appropriate entity for approval.
6. Upon receiving state approval, the recommendation or motion will be put into practice.
7. If the recommendation is not approved by PDAC, it will be returned to the originating committee for further development.

Motions from the Floor

Any member of PDAC may make motions. The process is as follows:

1. Motion – A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be before the group at one time.
2. Second – Someone from the group must “second” the motion so that it can be discussed. If no second is forthcoming, the PDAC Co-Chair will move on to the next item of business with no discussion.
3. Motions are debatable and amendable.
 - Discussion –members, addressing all aspects of the issue, discuss the motion “on the floor”.

- Amendments to Motions – the maker and seconder of the main motion must agree upon any amendments to motions. Amendments are voted on prior to voting on the main motion. If the amendment is voted down the original motion stands. If the amendment is approved the PDAC Co-Chair restates the motion and corresponding amendment before the group votes.
- 4. Re-states the Motion – after the discussion, the PDAC Co-Chair re-states the motion of the approved amendment and calls for a vote.
- 5. Vote – see below for a description of the voting procedure.
- 6. Following PDAC approval, the motion will be forwarded to the appropriate PDAC committee to be brought forward for consideration.

Reaching Consensus

Consensus does not mean that everyone embraces the final decision with the same degree of enthusiasm, only that each person has been fully heard and agrees to support the decision. To achieve consensus, it may be necessary to dissect the elements of a decision, reworking, redefining, and re-conceptualizing if necessary to reach an accommodation that everyone can support. At PDAC meetings, the Finger Vote technique below is utilized to achieve consensus.

Voting:

Group members indicate their degree of support for a motion or recommendation by holding up the number of fingers that correspond to the strength of their support for an option:

Five fingers:	Total agreement, best solution, complete support
Four fingers:	Agree, good solution, support
Three fingers:	Okay with me, willing to support
Two fingers:	Don't agree, not my choice, but I can live with it
One finger:	Any one finger vote, the motion or recommendation does not pass.

Therefore if a motion or recommendation does not pass, further discussion must occur. The Senior Program Director with PDAC Co-Chairs plans the appropriate course of action.

ADMINISTRATION

INCCRRA Staff Liaisons are Responsibilities:

Designated INCCRRA staff liaison is responsible for the tasks outlined below.

- Develop and maintain committee work plans with committee co-chairs.
- Prepare meeting agendas with committee co-chairs.
- Take minutes/meeting notes.
- Schedule meetings and handle meeting logistics.
- Coordinate all meeting correspondence including:
 - Invitations to participate to potential committee members.
 - Meeting notices and reminders.
 - Agendas and meeting handouts in advance of meeting.
 - Meeting notes and follow up.
- Work in coordination with committee co-chairs to produce recommendations for approval.
- Staff Liaisons work together to avoid duplicate committee recommendations or recommendations coming from inappropriate committees.
- Research information pertinent to committee work.
- Maintain member lists and contact information.
- Ensure posting of minutes, updated member lists/contact information and meeting dates to website.
- Prior to distribution to Steering Committee and PDAC, review all documents and materials with committee co-chairs.

- Report on committee activities quarterly, or more frequently, as needed, to INCCRRA's Senior Program Director and PDAC Co-chairs.
- Maintain committee files as outlined by the Senior Program Director.
- Serves as a non-voting member of PDAC and PDAC Committees.
- INCCRRA Staff Liaison guidance for PDAC and Standing Committees:
 - Senior Program Director appoints designee
- Welcome Packets sent to new members

DRAFT



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Professional Development Advisory Council (PDAC)

RECOMMENDATION FOR APPROVAL

DATE: December 11, 2014

COMMITTEE MAKING RECOMMENDATION: PDAC Governance

RECOMMENDATION: Approval of the PDAC Operating Guidelines and Procedures Document.

RATIONALE: Following review of the PDAC Operating Guidelines and Procedures Document and the Process for Membership Document the PDAC Governance Committee combined the documents into one document to eliminate redundancy and overlap, and to ensure consistency. The document has been updated with current language to reflect PDAC practices.

DISPOSITION:

PDAC Governance

Approved: X

Date: 12.11.14

Disapproved:

Date:

DISPOSITION:

PDAC Steering Committee

Approved:

Date:

Disapproved:

Date:

