GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

PDAC Governance Committee
February 11, 2014
1:00 PM – 3:00 PM
Meeting Minutes

Attendees

Anne Wharff	Faith Arnold	Joni Scritchlow
Cass Wolfe	Gena Glover	Julie Lindstrom
Cindy Mahr	Gina Ruther	Sharyl Robin
Deb Widenhofer	Joleen Patton	

Welcome – *Deb Widenhofer*

- Attendees were welcomed to the webinar.

Approval of the Minutes

- November 26, 2013
  - o Cindy Mahr moved to approve the minutes.
  - o Gina Ruther seconded the motion.
  - o Minutes approved.

PDAC Operating Guidelines and Procedures Review *(Attachment #1)*

- Anne Wharff, Cindy Mahr, Deb Widenhofer, Gina Ruther and Gena Glover were asked at the November 26th meeting to review the Illinois' Professional Development Advisory Council (PDAC) Operating Guidelines and Procedures Document and give feedback regarding modifications, additions, and changes to the document.
- The committee gave feedback regarding recommended changes to the document which were made on the webinar screen so committee members were able to see the suggested changes.
  - o The document is attached to the minutes.
- Question: Who is a guest and do we have a procedure on inviting guests to meetings?
  - o Answer: Everyone is a guest if not a member of PDAC.
    - ▪ Members have invited interns and work colleagues in the past.
    - ▪ Guests are given special name badges in order to identify them.
- Question: Do we have a framework on how a guest can introduce content?
  - o Answer: This is open to interpretation and needs to be reviewed as we make changes to the document as the document has conflicting information.
- Anne Wharff, Faith Arnold, Deb Widenhofer and Cass Wolfe will reconvene in March for a telenet to review this document. The group will concentrate on the PDAC Committee Co-Chair Responsibilities and PDAC Membership Responsibilities sections.

- The suggested additions, changes, and/or questions will be reviewed at the April Governance meeting for further discussion by the whole committee.

PDAC Process for Membership Review *(Attachment #2)*
- Cass Wolfe, Faith Arnold, Joleen Patton, Sharyl Robin, and Joni Scritchlow were asked at the November 26th meeting to review the PDAC Processes for Membership Document and give feedback regarding changes to the document.
- The committee provided feedback regarding recommended changes to the document which were made on the webinar screen so committee members were able to see the changes.
  - The document is attached to the minutes.
- Question: Is everyone who wants to be on PDAC allowed?
  - Answer: Historically we have had one or two that have not been approved through the vetting process.
- Question: Is this the only document that includes what the membership duties and expectations are?
  - Answer: Yes, this is the document that outlines these duties and expectations, but we have an orientation packet and a letter from Cass and Deb that goes to each new member.
- The links to the website PDAC membership orientation section will be sent to the committee for review.
- The document has not been "marketized" and any changes to the document will need to be reformatted to meet Gateways Standards.
- This document will be reviewed again at the April Governance meeting.
  - Orientation materials will be included in the April Governance meeting materials that are sent out prior to the meeting.

Governance Committee Strategic Plan – Goal 4 *(Attachment #3)*
- Anne Wharff "makes a motion that the PDAC Governance Committee asks the Steering Committee to resolve the question raised at the February 7, 2014 PDAC Webinar about Goal 4".
- Faith Arnold seconded the motion.
- 100% of members voted with five fingers.

Adjourn
- Deb and Cass thanked everyone for their attendance and participation in the meeting.

Future Meeting Dates
- Thursday, April 10 12:00 PM – 5:00 PM (INCCRRA).
  - Overnight accommodations are available as the PDAC meeting will be held on Friday, April 11th.
- Thursday, June 19, 1:00 PM – 3:00 PM (Telenet).

GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

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

Role of the Professional Development Advisory Council:
"The role of the Professional Development Advisory Council 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."

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

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 Department of Human Services and other state agencies. The Steering Committee will:

- Set the direction of PDAC and coordinate its work across committees (non-duplication work)
- Develop and annually review the Strategic Plan
- Approve all formal recommendations from committees to take to PDAC for approval
- To inform/development Finalize provide input to PDAC meeting agendas (is this a function of co-chairs?)
- Policy of how members are chosen (look at recommendations)
- Implement goals and objectives for the Steering Committee as part of the strategic plan
- Provide leadership and vision in supporting the Gateways to Opportunity Professional Development System.
- PDAC Steering shall ensure an effective committee structure to guide the work of PDAC to accomplish its priority goals.
- Develop framework for creation of committees.
- Placemarker for term limits.

PDAC Co-Chair Responsibilities:
- Provide leadership and vision in supporting the Gateways to Opportunity Professional Development System.
- In a neutral manner, facilitate discussion during PDAC meetings; process information and summarize it back to the membership.
- Participate in setting and prioritizing PDAC Steering Committee goals and objectives.
- Review documents and materials with the Senior Program Director prior to distribution:
  - Agendas

- o Correspondence with Steering Committee and PDAC members
- o Recommendations to the Steering Committee
- Communicate as needed with the Senior Program Director to ensure coordination of work activities and their movement forward.
- Convene and facilitate a minimum of four (4) PDAC meetings and the PDAC Annual Meeting (Sept. or Nov.) per fiscal year.
- Coordinate work across committees.
- Convene and facilitate PDAC Steering Committee meetings. Meet a minimum of three to four times annually.
- Attend all PDAC meetings.
- Attend all PDAC Steering Committee meetings.

Committees:

PDAC shall modify/restructure the committee structure to~~approve a committee structure to~~ guide the work of PDAC to accomplish its priority goals. Committees shall be comprised of PDAC members who express interest in serving on a committee(s). Committees shall strive to recruit members who represent a diverse array of constituency groups, as well as the regional, cultural and linguistic diversity in the state. PDAC Co-Chairs shall designate PDAC committee co-chairs in conjunction with IDHS and its designees, including Senior Program Director. (Note to better define committees)Committee co-chairs shall convene meetings quarterly, or more frequently, as needed. PDAC Standing Committees include (but are not limited to): Workforce Development and Pathways, Special Focus Registry~~Special Focus: Registry~~, Governance, Information, Analysis, and Trends, Qualifications and Credentials, and Financial Supports. Committees may assign specific work to sub-committees. (Ad-Hoc/Sub Committees~~Sub-committees~~ are established and dissolved at the request of committee co-chairs. They are temporary in nature, use similar processes and structure of committees and report back to the initiating committee.) Develop framework for creation of committees.

Committee Co-Chair Responsibilities:

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 role in committee's vision.
- Convene and facilitate regular committee meetings.
- Participate in determining and prioritizing committee goals and the action steps.
- Review documents and materials with INCCRRA staff liaison prior to distribution:
  - o Correspondence with committee members and potential members
  - o Agendas and handouts
  - o Meeting notes and follow up materials
  - o Committee work plans
  - o Recommendations to the PDAC Steering Committee
- Report committee information back to PDAC Steering and PDAC as requested.
- Communicate as needed with committee staff to ensure coordination of work activities and their forward movement.
- Communicate as needed with committee members.
- Attend all PDAC Steering Committee meetings.
- Attend all PDAC meetings.
- Work (collaborate) with other committees as needed.

INCCRRA Staff Liaison Responsibilities:

Designated INCCRRA staff liaison is responsible for the types of tasks outlined below.
- Develop and maintain committee work plans with committee co-chairs.
- Research information pertinent to the committee work.
- Prior to distribution to Steering Committee and PDAC, review all documents and materials with committee co-chairs.

- Work in coordination with committee co-chairs to produce recommendations to PDAC.
- Report on committee activities quarterly, or more frequently, as needed, to INCCRRA's Senior Program Director and PDAC Co-Chairs.
- Maintain member lists and contact information.
- Ensure posting of minutes, updated member lists/contact information and meeting dates to website.
- Schedule meetings and handle meeting logistics.
- Send 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
- Prepare meeting agendas with committee co-chairs.
- Take minutes/meeting notes.
- 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 & Standing Committees:
  - PDAC: Senior Program Director or Designee
  - PDAC Steering Committee: Senior Program Director or Designee.
  - Qualifications and Credentials: Senior Program Director Designee.
  - Financial Supports Committee: Senior Program Director Designee.
  - Information, Analysis, and Trends: Senior Program Director Designee.
  - Special Focus: Registry: Senior Program Director Designee.
  - Workforce Development and Pathways: Senior Program Director Designee.

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.
  - A PDAC member who has three consecutive absences may be asked to resign from their position.
- All PDAC members must also be a member of a PDAC Standing Committee (Workforce Development and Pathways; Special Focus: Registry; Financial Supports; Information, Analysis and Trends; Qualifications and Credentials, or designated Ad Hoc Committee).
- Participate in the work of the committees and PDAC through meeting attendance, e-mail correspondence, etc.
  - A PDAC member who has three consecutive absences may be asked to resign from their position.
- 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.

"Guest" PDAC Participant Guidelines
- Guests at PDAC meetings are non-voting participants.
- Guests can participate in discussions.
- Guests can introduce relevant ideas that align with the purpose and vision of PDAC. (Should we delete this?)

- ▪ Framework on how guests can introduce new content and procedure for invitation.
- ▪ Define exactly what a guest constitutes and their orientation process.
- ▪

PDAC Meeting Guidelines for Participation
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.

Decision-Making Process at PDAC (format heading)
- ▪ PDAC meetings will use a quasi-parliamentary 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.

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 look for group consensus.

The recommendation process is as follows:
1. Recommendation – a recommendation from a standing committee will be made by one of the co-chairs of that committee. Recommendations are <mark>debatable and amendable.</mark>
2. Discussion – all members discuss the recommendation "on the floor".
3. Re-state the Recommendation – after discussion, the PDAC Co-Chair (or standing committee co-chair) will re-state the recommendation prior to voting.
4. Vote – see below for a description of the voting procedure.
4.5. Add sections from "Motions from the Floor" under the recommendation process for Committee Recommendations

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 without discussing the motion.
3. Discussion – all members, addressing both sides of the issue, discuss the motion "on the floor".
4. Motions are debatable and amendable.
   Amendments to Motions – the maker and seconder of the main motion should agree upon any amendments to motions. Amendments are voted on prior to voting on the main motion.
5. Re-states the Motion – after the discussion, the PDAC Co-Chair re-states the motion before the group votes.
6. Vote – see below for a description of the voting procedure.
7. <mark>Following PDAC approval, the Recommendation will be forwarded by INCCRRA staff to the Illinois Department of Human Services (IDHS) for adoption of the Recommendation.</mark>

8. Upon receiving IDHS approval, the Recommendation will be put into practice.
9. If the recommendation does not pass through PDAC, it will be returned to the originating committee for further development.

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 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:	No way, let's think of an alternative (Do we articulate and/or follow up with the one finger vote)

The goal of the "Five Finger" method of voting is to build consensus. Discussion continues until all members vote using two, three, four, or five fingers.

GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

Administered through
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Gateways to Opportunity is administered through INCCRRA and funded by the Illinois Department of Human Services Bureau of Child Care and Development, the McCormick Foundation and Grand Victoria Foundation.
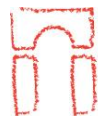
GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

Current PDAC processes for membership (formal and informal)

Formal: PDAC Operating Guidelines and Procedures:….*committee shall strive to recruit members who represent a diverse array of constituency groups, as well as the regional, cultural, and linguistic diversity in the state. Discussion on process of becoming a member of PDAC. Membership as it correlates to leadership. What are the expectations of membership?*

Minutes from **PDAC Steering Committee -July 2, 2008 -Starved Rock ….the 6 most important factors to consider in looking at diversity of PDAC Membership.**

- o 100% felt that provider type was an important factor
- o 83% - agency
- o 75% - geographical
- o 67% - under-represented groups
- o 50% - higher education
- o 42% - role (decision-makers to front-line staff)
    - o Review to see if terms need to be defined.

Informal Process:

1. Committees and Committee Co-Chairs propose new membership. How do we communicate with one another regarding new members? (This is only one of the ways to propose new members.)

2. INCCRRA liaison shares proposed members with Senior Program Director.

3. Senior Program Director shares proposed members with PDAC Co-Chairs and IDHS and provides feedback to INCCRRA liaison. (holistic overview of all PDAC membership)

4. INCCRRA liaison and/or committee co-chairs formally invite new membership to committee. Orientation materials and expectations of responsibility – how and when are they given this information?

PDAC member lists have been shared with PDAC Steering Committee and with PDAC Co-Chairs/IDHS representative for specific input as to member representation, constituencies represented, general overview for identification of needs in recruitment. Co-Chairs are identified through similar process as above: remaining co-chair may suggest new leadership to PD Director, discussion including IDHS and PDAC Co-chairs provides feedback, Senior Program Director contacts proposed co-chair with invitation, feedback as to acceptance or decline

shared back with IDHS and PDAC Co-Chairs as well as remaining Committee Co-Chair. Steering Co-Chairs will review membership list annually. (Note: holistic overview of representation of all co-chairs/membership of steering is used as guide during IDHS, PDAC Co-Chair and Senior Program Director decision making process.)

*Document has not been sent to the INCCRRA Marketing Department.

GATEWAYS TO OPPORTUNITY
Illinois Professional Development System
Professional Development Advisory Council (PDAC)

RECOMMENDATION FOR APPROVAL

DATE: November 26, 2013

COMMITTEE MAKING RECOMMENDATION: PDAC Governance

RECOMMENDATION: The PDAC Governance Committee recommends that the PDAC Strategic Plan Phase VI, 2013-2015, Governance Committee Goal #4 and its objectives be moved to the PDAC Steering Committee.

Goal: ***Build effective relationships with state agencies, advocates, and others, to support professional development in Illinois***.

Objectives:
- Work closely with the Illinois Department of Human Services to improve quality and stability of the early care and education workforce.
- Be intentional in identifying state agencies with whom to build strong partnerships.
- Support the alignment of PDAC goals with the Illinois Early Learning Council.

RATIONALE: The goal and objectives listed above fall within the scope of the over-arching work of the PDAC Steering Committee for state planning and alignment. The role of the PDAC Governance Committee is to review and make recommendations regarding PDAC operating policies and procedures.

DISPOSITION:
PDAC Steering Committee
Approved: X   **Date:** December 4, 2013
Disapproved: **Date:**

DISPOSITION:
PDAC
Approved: **Date:**
Disapproved: X   **Date:** February 7, 2014

DISPOSITION:
IDHS, Bureau of Child Care and Development
Approved: **Date:**
Disapproved: **Date:**