



# GATEWAYS TO OPPORTUNITY

Illinois Professional Development System

PDAC Governance  
Meeting  
July 17, 2016  
11:00AM – 3:00PM

Anne Wharff  
Cindy Mahr  
Deb Widenhofer  
Sharyl Robin  
Joni Scritchlow  
Julie Lindstrom  
Marsha Hawley

**Welcome** – Deb Widenhofer and Marsha Hawley, Co-Chairs

**Review and Approval of the Minutes** – Deb Widenhofer

- April 30, 2015
  - Cindy Mahr moved to approve the minutes.
  - Sharyl Robin seconded the motion.
  - Minutes approved.

**Review the Operations Policy and Procedures**

- The current P & P is the combination of the old operating procedure and the PDAC membership document.
- The P & P document (dated from April 2015) was approved by PDAC Steering and then shared with PDAC.
- The Operating Guidelines and Procedures document was reviewed by the committee with the following changes and updates incorporated to the document (Attachment #1).
  - Page 2, PDAC Member Responsibilities first open dot: “This includes timely RSVP, being punctual and staying for the entire meeting”
  - Page 2, Last open dot: take out “be”
  - Page 2, Guest Participant Guidelines
    - Add: Any PDAC member who is bringing a guest will notify INCCRRA liaison
  - Page 3, remove objectives for each committee
  - Page 3, remove Analysis from Information, Analysis and Trends Committee
  - Page 4, Goals and objectives for each committee are listed in the PDAC Strategic Plan
  - Page 4, Under PDAC Steering Committee, last square add “The Steering Committee may develop and move forward time sensitive recommendations that move directly to state agencies/authorizing entities”
  - Page 5, Under PDAC Co-chair Responsibilities last square change to: Represent PDAC at key councils (e.g. P20, ELC, Children’s Council)
  - Page 5, take open dots off under first open dot
  - Page 5, Process and Protocol: redesign flow chart of process of a recommendation
  - Page 6, Reaching Consensus One Finger: Strongly disagree, if more than 20% of individuals vote one finger the motion or recommendation returns to the originating committee for review and further discussion.

- Add the revision date to the bottom of the document.
- Changes to the P &P will be shared by email for the committee to review before the PDAC Steering meeting on August 17, 2016

### **Strategic Plan Phase VII 2015-2018**

#### **Action Steps:**

- Bring to Steering Committee research on leadership regarding a common language/definition of leadership.
  - PDAC has a leadership model in which the committees are structured and filled with members. Need the concepts on how to develop leaders that are going to serve in those roles.
  - Steering members have been given many leadership books/resources. How can Steering use those tools to encourage leadership development in others?
- How are co-chairs identified?
  - How do we develop a culture to develop leaders to take on new roles?
  - Co-chairs need to engage in leadership growth.
    - How do we support leadership growth?
  - Ask committee co-chairs to identify potential leaders within their committee.
  - Ask committee co-chairs that have success in building leadership within their committees how they are accomplishing this task and what tools are they using.
    - What strategies will support the characteristics you see in others that can be developed to move into a leadership positions?
      - Mentor those that are interested and have the skillsets.
- Ask committee co-chairs if they are doing anything intentionally right now within their committees for leadership development.
- Ask committee co-chairs if they can identify a mile marker/experience that helped them on their journey as they became leaders.
  - Use examples given to find commonalities.
- How do we think of leadership capacity, how do we build leadership qualities, and engage people?
- In this fiscal climate more and more is expected of people in early childhood.
- Need to recognize that everyone is not a leader.
- If you have too many leaders, work can bog down.
- Term limits can be an important part of leadership.

#### **Voting**

- At the May 2016 Steering meeting committee members discussed challenges in the current voting structure as it gives a great deal of power to just one person.
- The Governance Committee members reviewed the different methods of voting available:
  - Majority: more than half the number of votes
  - Two-thirds: 2/3 or more
  - Plurality: Largest number of votes
- Need to recognize that committees do a lot of work, and to have one person stop the work at a meeting disavows the work that has gone into the process and the consensus that has been built.
- The definition of consensus in the P & P was reviewed.
- Governance Committee members believe it is important that members of PDAC are able to express their questions and concerns regarding a recommendation.
  - PDAC values personal thoughts, beliefs, viewpoints, and representations.

- PDAC wants to encourage collaborative thinking not silo thinking.
- The Governance Committee proposed changing the voting with one finger in the P & P to read “Strongly disagree, if more than 20% of individuals vote one finger the motion or recommendation returns to the originating committee for review and further discussion”.
- The proposed changes will be brought to the Steering Committee at the August 17, 2016 meeting as a recommendation for review and voting.



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