



# GATEWAYS TO OPPORTUNITY

## Illinois Professional Development System

### PDAC Governance Committee

April 30, 2015

1:00PM – 2:00PM

Telenet Minutes

### Attendees

Anne Wharff	Cindy Mahr
Deb Widenhofer	Joni Scritchlow
Cass Wolfe	Julie Lindstrom

### Welcome – Deb Widenhofer, co-chair

- Call-in participants were welcomed to the meeting.

### Reviewed the Goal for the Day

### Approval of the Minutes

- December 11, 2014 (Attachment 1)
  - Cindy Mahr moved to approve the minutes.
  - Minutes approved by consensus.

### PDAC Governance Strategic Plan Review

- Goal 1: Create and implement a leadership development plan
  - Objective:
    - Develop leadership model(s) for PDAC.
      - Action Steps
        - Review other leadership models in use across the country.
        - Identify potential models that would be effective in Illinois.
        - Develop and create policies and procedures that fully support models of leadership growth and development.
        - Make membership aware of and approve the plan.
  - Objective:
    - Implement the leadership model(s).

- Disseminate information to council members.
- Provide supports, tools, resources as needed to implement the plan.
- Collect data and evaluate the effectiveness on the leadership model and update or revise as needed.
  - Timeline Goals
    - Year One – Disseminate information to council members.
    - Year Two – Provide supports, tools, resources as needed to implement the plan.
    - Year Three – Collect data and evaluate the effectiveness on the leadership model and update or revise as needed.
- Goal 2: Maintain well-defined processes and protocols to support PDAC.
  - Objective:
    - Review and make recommendations for the Illinois Professional Development Advisory Council Operating Guidelines and Procedures Document.
      - Will review every three years and revise as needed.
      - Collect data and evaluate the effectiveness of the guidelines and procedures document and update and revise as needed.

(Revised document is Attachment 2)

- Cass sees the role of PDAC Governance as a check and balance in the running of a healthy advisory board to an organization. Important to pay attention to how we do the work, not just what work we do.

#### **FY16 Meeting Dates**

- Julie will forward a series of meeting dates for FY16 that are similar in format and timing as FY15.

#### **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 are accomplishing 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 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.

**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:**

- Direct Service Roles (e.g. PFA, ED, HS, EHS, non-profit, family childcare, and SAYD)
- Agency (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)
- Role (decision makers to frontline staff)

### **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.
- 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.
  - 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; 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.
- 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 on topic, aligns with the purpose of PDAC.

### **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 diverse 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 (Sept. or Nov.) 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.

### **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 motion 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. 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. Following PDAC approval, the Recommendation will be forwarded by INCCRRA staff to the Illinois Department of Human Services (IDHS) for adoption of the Recommendation.
8. Upon receiving approval, the Recommendation will be put into practice.
9. If the recommendation is not approved by 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              |

If a motion does not pass, further discussion must occur. The Senior Program Director with Co-Chairs determines a course of action.

### **ADMINISTRATION**

#### **INCCRRA Staff Liaison 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

## Flow Chart of Process of a Recommendation

Attachment

- Committee Work→ recommendation and rationale
- 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

DRAFT



1226 Towanda Plaza | Bloomington, Illinois 61701 | Telephone: (866) 697-8278 | [www.ilgateways.com](http://www.ilgateways.com)

Gateways to Opportunity is administered through INCORRA and funded by the Illinois Department of Human Services Bureau of Child Care and Development, the McCormick Foundation and Grand Victoria Foundation.