

## August 1, 2009 to July 31, 2010 Planning Process

WHAT	HOW	WHO	WHEN	FINAL DUE	APPROVAL BY	PROJECT END DATE
Share accurate and regular information used by the Board and PC about program planning, policies and HS agency operations to Board & PC at their monthly meetings	Present financial statements, including credit card expenditures	Finance Director	Monthly	Monthly	PC & Board	Monthly
	Present monthly program summaries	Deputy CEO Comm Dev Director	Monthly	Monthly	PC & Board	Monthly
	Present program enrollment and attendance reports	FS Coordinator	Monthly	Monthly	PC & Board	Monthly
	Present monthly Meal & Snack Report provided through Dept of Agriculture	Deputy CEO	Monthly	Monthly	PC & Board	Monthly
	Financial Audit	Finance Director	April	April	PC & Board	April
	Communication & guidance from OHS (Secretary)	CEO	As Needed	Monthly	PC & Board	Monthly
Hire & Terminate Head Start & Early Head Start personnel	PC to hire all HS & EHS personnel. PC & Board to hire or terminate HS/EHS Director	HR Director	Monthly	Monthly	PC and/or Board	Monthly
Ensure PC Membership Meets Option Criteria	Review PC By-laws	CEO	August	August	PC	August
Approval Of PC Composition & Membership Selection	Review program option selection & recommend membership accordingly	CEO	August	August	PC Board	August
PC approve PC By-Laws	Review by-laws to ensure they include appropriate PC reimbursement and list PC members roles & responsibilities	CEO	August	August	PC	August
Self Assessment (S-A)	Approval of S-A tool & process	Deputy CEO	August	August	PC & Board	August
	Assess the HS/EHS program to include last year s-a findings & current practices	S-A Team	August	January	n/a	January
	Report findings to sites	S-A Team	January	January	DCEO	January
	Sites report findings & improvement plans to LPC	Site Manager	February	February	LPC	February
	Report Agency findings & improvement plans	Deputy CEO	April	April	PC & Board	April
	Report improvements of agency findings quarterly	Deputy CEO	August	June	PC & Board	June
Board Elect Officers & Select Committee Assignments	Ballot and volunteers	Board President	September	September	Board	September
PC Orientation	Members will receive information regarding duties of membership	CEO	September	September	PC	September
Seat New PC Members	Each LPC will have election and members selected by the September PC meeting	CEO & SM	September	September	LPC	September
PGCCS Annual Report	Compilation of all reports such as governance, child and family services	Comm Dev Director	June	September	Information only	September
Program Information Report (PIR)	Gather data, submit report, report to PC & Board	Deputy CEO Comm Dev Director	August	September	Review only PC & Board	September
PC Selection Of Committee Assignments	Volunteer or nomination of membership	FS Coordinator	October	October	PC	October
PC Election Of Officers	Ballot selection and/or volunteering of membership	FS Coordinator	October	October	PC	October
Approve shared decision making procedure	Approve procedures describing how the PC & Board will share decision making	CEO	November	November	PC & Board	November
Approve Impasse Resolution	PC & Board will review and approve the written internal; dispute resolution for resolving internal disputes, including impasse procedures	CEO	November	November	PC & Board	November
Community Assessment	Selection & training of committee; Establish process; Design & distribute surveys; collect/analyze surveys, Review self; assessment results; Review FACTS data; Review content plans; Review yearly agency objectives	Comm Dev Director	May	January	PC & Board	January

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Approve PHS/EHS Recruitment Plan (defining recruitment, selection, & enrollment priorities)	Review current recruitment efforts, result reports and revise plan as appropriate	FS Coordinator & Comm Dev Director	January	January	PC & Board	January
Budget Committee Training	Provide information regarding appropriate rules, financial standing and current needs	CEO Finance Director	February	February	PC & Board	February
Community Complaint Procedure	Review community complaints procedure for hearing & working with PGCCS to resolve community complaints about the program	FS Coordinator	February	February	PC & Board	February
Internal Controls	Review monthly financials, annual audit, self-assessment and triennial federal monitoring for safeguards of federal funds	CEO Finance Director	February & ongoing	February	Board	February
Review Of Draft Budget	Budget committee will review information presented on program service and administration needs and funding availability	CEO Finance Director	February	March	PC & Board	March
Update Planning Process	Determine if activities are being completed in a timely fashion and all areas are addressed	CEO	March	April	PC & Board	April
Develop Or Revise Program Philosophy And Long- & Short-Range Program Goals & Objectives	Every 3-years strategic plan goals, objectives & philosophy. Annually review & revise to meet program needs	CEO Planning Committee	January	April	PC & Board	April
Approval Of Grant Funding Request	Present for final approval; budget, organizational structure report, program plans, service area & option selection, community assessment and self assessment	CEO	January	April	PC & Board	April
Submit Grant To Regional Office	Complete all necessary forms, signatures and mail	CEO	April	April	n/a	April
Award Audit Contract	Notices to interested parties process and <b>FIVE</b> year contract policy	Finance Director	March	June	Board	June
Award Insurance Renewal/Bid Contract	Notices will be sent out informing all interested parties of our intent to renew or our bid process. All insurance bids/renewal must meet state licensing deadlines	Finance Director	March	June	Board	June
Personnel Policies	Approve personnel policies as new policies are needed or changes are made (including standards of conduct for employees, consultants, & volunteers)	HR Director	May	May/June	PC & Board	June
Review Board By-Laws	Board of Directors review by-laws to ensure they meet agency needs	CEO, Board Ex Committee	June	June	Board	June

Board of Directors Approved – 04/09/09

Policy Council Approved – 04/09/09