

# Shared Decision Making Plan

Performance Standards	Governance Responsibilities		Staff Responsibilities	Timeline
	Board	PC		
I. Planning (a)1304.50(d)(1)(iii) Procedures for program planning in accordance with this part and the requirements of 45CFR1305.3	Assess and approve planning process to ensure appropriate activities are being accomplished & meeting agency time frames.	Review and approve planning process	CEO - Propose planning process in accordance with agency time lines.	March
1304.50(d)(1)(iv) The program's philosophy and long and short-range program goals and objectives.	Establish and approve the program's philosophy, goals, and objectives with input from the Planning Committee and staff.	Participate in the Planning Committee and approve or disapprove recommendations.	CEO - Draft program philosophy with Planning Committee for board and PC approval. Facilitate the Planning Committee in identifying agency goals and objectives. Present quarterly to board and PC.	March
1304.50(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities.	Ensure the Planning Committee identifies the appropriate recruitment areas utilizing the community assessment and appropriate program monthly reports. Establish selection and enrollment priorities on a yearly basis.	Review and approve recruitment areas per community assessment. Participate in establishing selection and enrollment priorities on a yearly basis. Approve recommendations.	DCEO & Family Services Coordinator - Propose recommended recruitment areas based on ADA reports and Community Assessment information. Identify and recommend priorities for enrollment and selection procedures.	January
1304.50(D)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to submission of grant to ACY.	Oversee the application process along with the Budget Committee. Ensure that training for the budget committee, PC, and board takes place yearly. Assess and approve monthly financial statements for monitoring purposes.	Participate in the agency Budget Committee. Review and approve monthly financial reports.	CEO & Finance Director - 1) Train budget committee, PC, and board yearly. 2) Prepare monthly financial reports for PC and board approval. 3) Provide appropriate information to Board and PC for decision making. 4) Submit grant to Regional Office.	1) February/ March 2) Monthly 3) April 4) April
1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary reimbursements for reasonable expenses incurred by the members.	Oversee policy regarding parent reimbursement for PC participation through PC by-laws.	Develop and approve parent reimbursement policy by revising PC by-laws yearly.	CEO - Develop and propose reimbursement rate according to budget.	August

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1304.50(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.	Oversee the self-assessment process through participating in the Planning Committee.	Review and approval of the self-assessment process. Also, participate on the Planning Committee.	DCEO - Propose self-assessment process and implement. 1) Approval of Procedure 2) Review & approval of results and implementation plans	1) August 2) March
<b>II. General Procedures</b>				
1304.50(d)(1)(vi) The composition of the Policy Council or Policy Committee and the procedures by which policy group members are chosen.	Responsible to oversee the Policy Council by-laws to ensure appropriate membership.	Review, revise, and approve by-laws annually to ensure appropriate membership on the Council.	CEO - Propose membership selection procedure according to options and site size.	August
1304.50(g)(1) Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.	Establish and approve by-laws which will address the roles and responsibilities of the board. Management roles will be addressed in the by-laws as well. By-laws will be reviewed at the annual meeting and as needed.	N/A	CEO - Responsible to propose by-law revisions as needed. Review of by-laws will be done annually or as needed.	August
1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.	Board will ensure a shared decision-making plan is established and reviewed annually jointly with the Policy Council.	Policy Council will participate with board in establishing and reviewing annually the shared decision-making plan.	CEO - Will facilitate the board and Policy Council in the shared decision-making process.	November
1304.50(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.	Board will be responsible for overseeing and approving the yearly review of the internal dispute and impasse procedure policy.	Policy Council will participate and approve the yearly review of the internal dispute and impasse procedure policy.	CEO - Responsible to facilitate the joint review of the internal dispute and impasse policy and propose any changes necessary.	November

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1304.50(d)(2)(v) Establish and maintain procedures for hearing and working with the grantee or delegate agency to resolve community complaints about the program.	Develop community complaint procedure which authorizes Policy Council to resolve issues as brought forth.	Policy Council implements community complaint procedure as written.	DCEO & Coordinators - Responsible to work with each site level staff to resolve parent issues. When not possible, sets up meeting with Coordinator then Policy Council for resolution. 1) Board approval of procedure 2) PC approval of procedure	February
1304.50(g)(2) Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard funds	Assess internal controls of the agency by reviewing monthly financial reports, management reports, and the annual audit.	N/A	CEO & Finance Director - Responsible to provide appropriate reports and other management information to board in a timely manner.	Monthly
45CFR1301.12 Grantee assures annual independent audit is conducted.	Board will oversee the audit process by selection of an appropriate auditor and follow-up to any problems.	N/A	CEO & Finance Director - Responsible for: 1) bid process of auditor 2010 2) selection of auditor 2010 3) audit process, and follow-up.	1) April 2) June 3) August/ January
<b>III. Human Resources Management</b>				
1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45CFR1031.31, including standards of conduct for program staff, consultants and volunteers.	Will approve personnel revisions as needed.	Will approve personnel revisions as needed.	CEO & Human Resources Director will make recommendations as needed to meet standards and laws.	As Needed
1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee agency.	Procedures will be established and approved jointly with the Policy Council and as outlined in board by laws and Internal dispute resolution plan.	Policy Council will approve procedure as outlined in Policy Council by-laws and Internal dispute resolution plan.	CEO - Will work with the board & Policy Council should there be a dispute with the DCEO. The DCEO will work with board and Policy Council should there be a dispute with the CEO.	As Needed
1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency.	Board will oversee the personnel policies which outline hiring and termination procedures. Review will occur annually. Board will also act as Grievance for staff terminations.	Policy Council will hire and terminate staff per policy and procedure. Review will occur annually.	CEO - make recommendations to Policy Council regarding staffing issues.	As Needed