

ELC Executive Committee Meeting

June 24, 2013

2:30 pm-4:00 pm

Erikson Institute

Polk Bros. Lecture Hall

451 North LaSalle St.

Chicago, IL 60654

Conference Line: 888-494-4032

Access Code: 7198518485

- I. **Welcome and Introductions (2:30)**
 - a. Introductions
 - b. Minutes
- II. **Race to the Top-Early Learning Challenge Supplemental Funding (2:40)**
- III. **Discussion on the President's Proposal (3:20)**
- IV. **Governance Discussion (3:40)**
- V. **Closing and Adjournments (4:00)**

Early Learning Council Executive Committee Meeting

June 3, 2013

1:00 pm-3:00 pm

Chicago-Illinois State Board of Education

JRTC- 100 W. Randolph, 14th Floor Video Conference Room

Springfield- Illinois State Board of Education

Alzina Building- 100 N. First Street- 3rd floor Video Conference Room

Conference Line: 888-494-4032 Access Code: 7198518485

Minutes

Participants

Chicago – Karen Berman, George Davis, Daniel Fitzgerald, Gaylord Gieseke, Phyllis Glink, Dan Harris, Theresa Hawley, Reyna Hernandez, Teresa Kelly, Jan Maruna, Beth Mascitti-Miller, Sylvia Puente, Elliot Regenstein, Vanessa Rich, Sara Slaughter, Julie Smith, Teri Talan, Maria Whelan, Josie Yanguas

Springfield – Linda Saterfield, Cindy Zumwalt

Phone – Diana Rauner

I. Welcome and Introductions

Julie Smith welcomed participants and guests to the meeting.

The April 25 minutes were approved.

II. Announcements

Julie Smith led an overview of the end-of-legislative-session highlights:

- ISBE – Stayed flat overall, with some new restrictions on use of funds
- DHS – Overall number better than feared, extra flexibility given so as to maximize use of staff and resources
- DCFS - \$6 million cut, compared to a feared \$107 million cut
- Gaming Bill – Didn't pass yet but may pass soon, likely providing early childhood funds. Members discussed whether or not gaming is a problematic source of early childhood funding, as well as whether or not the Early Learning Council should concern itself with questions around the sources of early childhood funding.

Theresa Hawley provided an update on the work of the Office of Early Childhood Development.

- Gail Nelson is going to be the QRIS Director, beginning June 30th.
- The Workforce Policy Director and the Data and Outcomes Manager both remain to be hired. Any candidates should be forwarded to Theresa.
- The Early Learning Council Annual Report needs to be submitted to the Governor and the General Assembly by the end of the fiscal year. Members were asked to review the report and send any comments or edits to Kim Collins by June 10th.

The Home Visiting Task Force announced that, upon completion of its current report, the Health Connections Subcommittee will seek to be dissolved and merged with the existing Health Subcommittee. It also mentioned that a new HHS competitive grant is out that is looking to use the Baby TALK program. Outreach to the congressional delegation and letters from organizations are forthcoming.

The Community Systems Development Subcommittee intends to share its toolkit and community profiles at the upcoming Early Learning Council meeting.

III. Committee Recommendations

Julie Smith thanked the committees for their hard work in crafting the recommendations.

a. Family and Community Engagement Recommendation:

Hard to Reach Recommendations

- Members discussed the use of the term “linguistically isolated” and the use of “linguistically isolated families” as an appropriate and sufficient measure.
- The Executive Committee moved to expand item #7 on page 2 to include “significant barriers based on language.”
- The Committee moved to ensure that the recommendations include a provision that outreach to families be conducted in a language understandable by the families being served and that families be addressed in a language they can understand.
- The Committee approved the amended recommendation.

b. Systems Integration and Alignment Recommendation:

System Integration and Alignment Committee’s recommendation for changes to Rule 407 and its procedures related to Oral Health for consideration by DCFS.

- Members noted that DCFS worked closely with the SIAC to craft this recommendation and that, pending final internal review, DCFS is in alignment with the recommendation.
- The Committee approved the recommendation.

IV. RTT-ELC Supplemental Funding

Julie Smith informed members that an additional \$17,699,347 will be available to Illinois as supplemental Race to the Top – Early Learning Challenge funding. She noted that Theresa Hawley collected recommendations for the remaining funds, that the IAT has reviewed the Phase 1 and Phase 2 budgets and looked where the cuts were made for phase 2 and that this group will discuss the allocation in greater detail during the next meeting.

Theresa Hawley told members that final deadlines related to these funds are still unclear, but that spending must be related to the QRIS. Spending on KIDS would not be allowed, for example. She noted that the Illinois team is thinking about funding projects in three layers:

1. Small pieces that were missed in phase 2
 - Translating some of the trainings into Spanish
 - Additional communications support
2. Bigger projects that are known to be missing
3. Quality improvement for PFA/HS and Family Child care, incentives for QRIS participation

She reviewed the comparison between Phase 1 and Phase 2, highlighting the major buckets of funding including Infrastructure, Public Awareness, Workforce Development, Data and Quality Improvement.

Members raised concerns about Home Visiting providers in Chicago having to lay off bilingual staff under the new standards because those staff members don’t have four-year

degrees. Members suggested increased scholarship funding that includes those working in 0-3.

- Theresa Hawley explained that this would not be an allowable expense with the additional funding.

Members questioned the capacity to meet the need for credentials at a higher level, noting that many who have been working for a long time are salary-priced out of credential scholarships. Others noted that certain cutoffs had to be set given the limited availability of funds.

Members inquired about the role of the Early Learning Council regarding the supplemental RTT-ELC funds. Theresa Hawley and Julie Smith noted that they hope that the way the money is spent reflects the ongoing work of the Council and that outreach conversations will continue with members through the month.

Members suggested appropriating money for the implementation of what the forthcoming studies and initiatives prove works (especially relating to community systems).

V. Governance

Julie Smith informed members that the governance document contains comments from the Executive Committee members and the IAT. She thanked Elliot Regenstein and Theresa Hawley for their work on the document.

Members discussed the value of adding the statutory mission, setting attendance/participation requirements, noting that service is voluntary, adding a protocol/feedback section and changing the graphic to show that direction and overall vision flow from the full Council down to the Committees and Subcommittees.

The Committee will review the updated document at the June 24th meeting.

VI. Adjournment

The next meeting will take place at the Erikson Institute immediately following the Council meeting.

The meeting was adjourned.

Process for Determining Investment of RTT-ELC Funding

Race to the Top-Early Learning Challenge Grant Leadership Team

The Leadership Team for the RTT-ELC has established these guiding principles for prioritizing and selecting investments of federal RTT-ELC funds:

1. Investments should be focused primarily on building capacity at a systems level rather than at the individual program level. Strengthening and integrating existing systems of support for high quality early learning and development programs is a key priority for grant funds.
2. Funding should not be directed toward simply expanding direct services, as RTT-ELC is not a sustainable strategy for funding these services.
3. One-time investments that are likely to continue to provide benefits well beyond the term of the grant are generally prioritized over investments that will need to be sustained with other resources once the grant ends.
4. Wherever possible, new investments should build upon and be integrated with existing systems and investments rather than create new systems.
5. Investments should be designed with consideration of the State's procurement procedures to ensure that reasonable timelines for the work can be achieved.
6. "Demonstration program" approaches that impact a relatively small number of programs will be limited to the Early Childhood Innovation Zones.

In addition, for the Supplemental Funds, we must provide this assurance to the federal departments:

"We will use funds under this supplemental award to continue program quality improvements for children with high needs through their Tiered Quality Rating and Improvement Systems (TQRIS) by implementing proposed activities related to TQRIS improvement from our State's FY 11 application and updated Scope of Work."

Process for determining use of supplemental RTT-ELC funding

1. Seek input from state agency staff, current contractors and other partners to determine those small projects that were overlooked (or cut for lack of funding) in the Round 2 budget but that are important for the overall success of the grant.
 - a. Example: translating online trainings into Spanish for QRIS Level 2
2. Develop cost estimates for these smaller projects in partnership with current contractors.
3. OECD and IAT review grant Performance Measures and determine where we are concerned that we will struggle to achieve the promised outcomes.
4. Receive input from ELC members and current contractors about where they see need for additional investment.

5. Develop (and seek input about) potential approaches for strengthening our performance on grant Performance Measures and determine if these approaches could be reasonably considered to have been part of our Round 1 plan. (Consult with federal officers if needed.)
6. Develop cost estimates for approaches to strengthening our performance that might be fundable through the supplemental funds
7. Review Round 1 application to determine specific QRIS-related projects that were eliminated that could have beneficial long term impact on systems
8. Develop rough cost estimates for these projects
9. Receive input from ELC Exec Committee on relative priority for larger projects
10. Review proposed projects with Leadership Team and receive direction on priorities
11. Review entire set of potential new projects and cost estimates within IAT to evaluate for alignment with existing state systems and sustainability of approach
12. Develop more refined cost estimates for potential projects
13. IAT/OECD develops recommendations for funding
14. Review IAT/OECD recommendations with ELC Exec Committee and receive their input
15. OECD prepares final budget for approval by Leadership Team

Illinois Early Learning Council Governance

In 2011 and 2012 the Early Learning Council (ELC) went through a strategic planning process that resulted in restructuring the committees and further definition of the Executive Committee. The Council agreed to function under the governance structure outlined in 2007 during the transition process. This document outlines a proposed new governance structure for the ELC moving forward.

The ELC is a public-private partnership, as specified in the enabling legislation. As such, the Co-Chairs represent both the public and private sectors and Agency Liaisons are included in the committee leadership structure to ensure the public sector's close involvement in the work.

Role of the Early Learning Council

Mission: *The Illinois Early Learning Council coordinates existing programs and services for children from birth to five years of age in order to better meet the early learning needs of children and their families. The goal of the Council is to fulfill the vision of a statewide, high-quality, accessible, and comprehensive early learning system to benefit all young children whose parents choose it.*

(Source: The Illinois Early Learning Council Act P.A. 93-380, 20 ILCS 3933/5)

Membership: Per its authorizing legislation, the ELC comprises:

A leader of stature from the Governor's Office to serve as Co-Chairperson of the Council, Chief Administrator of the State Board of Education, Chief Administrator of the Department of Human Services, Chief Administrator of the Department of Children and Family Services, Chief Administrator of the Department of Public Health, Chief Administrator of the Department of Healthcare and Family Services, Chief Administrator of the Board of Higher Education, and Chief Administrator the Illinois Community College Board.

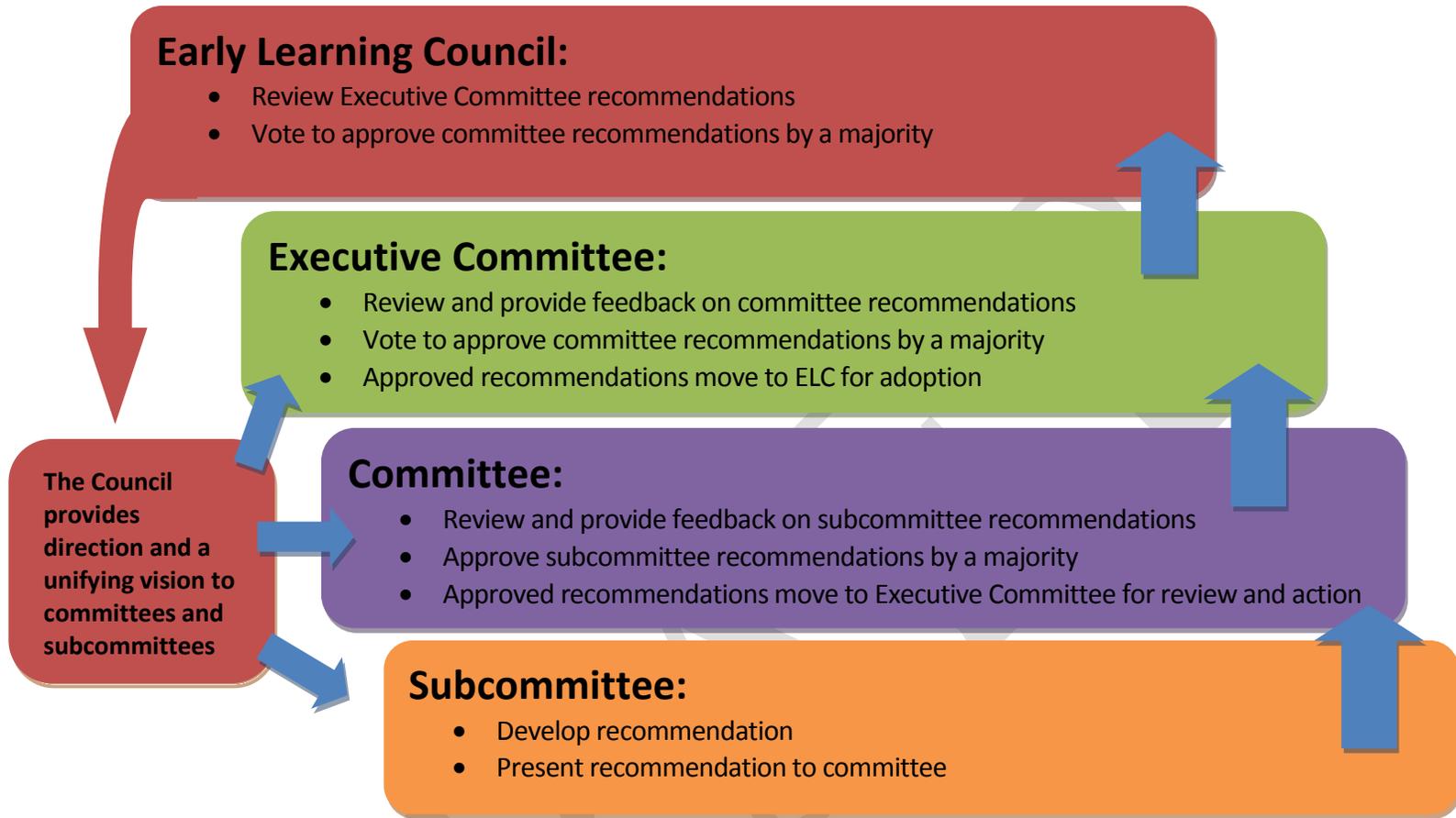
One member appointed by each of the following: Speaker of the House of Representatives, Minority Leader of the House of Representatives, President of the Senate, and Minority Leader of the Senate.

Governor Appointees – at least 10 (plus Co-Chair from Governor's Office) to include representation from early childhood care and development, representation from childcare, representation from child advocacy, representation from parenting support, representation from local community collaborations among early care, education programs and services, representation from maternal and child health, representation from children with special needs, representation from business, representation from labor, representation from law enforcement, and representative from Region V office of the U.S. Department of Health and Human Services' Administration for Children and Families.

Meetings:

- I. The ELC will meet at least three times per year as called by the ELC Co-Chairs.
- II. All Council meetings are subject to the Open Meetings Act, therefore:
 - a. All agendas will be posted in advance, minutes will be taken and posted, and the meetings will be accessible to the public.
 - b. All formal actions will be noted on the agenda and will be distributed at least 48 hours prior to the start of the meeting.
 - c. A majority of a quorum (25% +1) needs to be present to vote in order for formal action to be taken.
 - i. Phone participants will have their votes counted.

Council Recommendation Approval Process



Executive Committee Role

Membership: The ELC's Executive Committee is comprised of: two ELC Co-Chairs, appointed by the Governor; two Co-Chairs and one state Agency Liaison from each of the five committees, appointed by the ELC Co-Chairs; and, at-large members, also appointed by the Council Co-Chairs.

Meetings:

- I. The Executive Committee will meet at least four times per year as called by the Council Co-Chairs.
- II. All Executive Committee meetings are subject to the Open Meetings Act, therefore:
 - a. All agendas will be posted in advance, minutes will be taken and posted, and the meetings will be accessible to the public.
 - b. All formal actions will be noted on the agenda and will be distributed at least 48 hours prior to the start of the meeting.
 - c. A majority of a quorum (25% +1) needs to be present to vote in order for formal action to be taken.
 - i. Phone participants will have their votes counted.

Charge:

1. Approve all formal recommendations from committees prior to their going to the ELC, following the accepted recommendation approval process.

2. Develop strategies for tracking implementation and approval of recommendations.
3. Review and track the progress of the ELC benchmarks.
4. Oversee and ensure committee work plan progress.
5. Review and ensure alignment of work and priorities with the ELC's guiding principles.
6. Ensure committee work plan progress and outcomes.
7. Integrate committee work to reduce duplication within the ELC and also reduce duplication with groups outside of the Council.
8. Develop an internal communications strategy that informs Council members, the committees, subcommittees, and the broader public on the ELC's work and accomplishments.
9. Provide input and support key initiatives such as KIDS and the Tiered Quality Rating and Improvement System.
10. Stay informed and take action when necessary on early childhood policy.
11. Advise on the major policy decisions concerning the Race to the Top-Early Learning Challenge.
12. Track the progress of the implementation of the Race to the Top-Early Learning Challenge.

Expectations of Committees

Membership: In addition to the Executive Committee, the standing Committees of the ELC are: Data, Research & Evaluation; Program Standards & Quality; System Alignment & Integration; Family & Community Engagement; and, the Home Visiting Task Force. The Committee Co-Chairs recommend committee structure, with Executive Committee approval.

Meetings:

- I. The committees will meet at least three times per year.
- II. All committee meetings are subject to the Open Meetings Act, therefore:
 - a. All agendas will be posted in advance, minutes will be taken and posted, and the meetings will be accessible to the public.
 - b. All formal actions will be noted on the agenda and will be distributed at least 48 hours prior to the start of the meeting.
 - c. A majority of a quorum (25% +1) needs to be present to vote in order for formal action to be taken.
 - i. Phone participants will have their votes counted.

Charge:

1. Identify a specific number of goals that can be realistically achieved over the next 2 years and/or on which significant progress could be made within 2-4 years.
2. Identify objectives under each goal that could be accomplished within the next 2 years and/or on which significant progress could be made within 2-4 years.
3. Identify key strategies (action steps) necessary to reach those objectives.
4. Develop 2-3 substantive recommendations for Council review each year.
5. Create ad hoc subcommittees as necessary to complete committee work.
6. Adjust work plans and priorities to reflect ELC priorities.
7. Determine the level of resources needed to achieve outlined objectives.
8. Make recommendations that encourage collaboration at the state and community level.
9. Identify and communicate membership expectations.
10. All committee meetings will comply with the Open Meetings Act¹.
11. All ELC Members are expected to participate in one standing committee.

¹ Open Meetings Act (OMA), 5 ILCS 120/1.01

12. Develop a communication strategy that informs Council members, the working groups, and the broader public of the ELC's work and accomplishments.
13. Provide written update on the committee's work prior to each Executive Committee and Council meeting.
14. Accomplish the work set out in the work plan.

Committee Co-Chair Responsibilities

Two committee co-chairs per ELC standing committee are appointed by the ELC Co-Chairs. The following tasks delineate general responsibilities for which the ELC committee co-chairs are responsible. Depending on the work of specific committees, co-chairs may assume additional responsibilities.

1. Convene and facilitate, at minimum, three Committee meetings.
2. Determine the need for content specific ad hoc subcommittees, with approval by the Council Co-Chairs and/or Executive Committee if time allows
3. Participate in determining and prioritizing achievable committee goals and action steps.
4. Ensure progress on the work plan and completion of recommendations.
5. Create a work plan in coordination with the committee staff person.
6. Create a structure that will allow for effective implementation of the work plan.
7. Review committee documents and materials with committee staff person.
8. Communicate with the staff person to ensure coordination of work activities and their forward movement.
9. Strive to have committee and workgroup members with diverse points of view and a membership representative of the state and expertise in the given content area.
10. Correspond with committee members and potential members.
11. Coordinate and create agendas and handouts in advance of meetings.
12. Review meeting notes and follow up as needed.
13. Bring committee recommendations to the Executive Committee and ELC.
14. Report committee information to the Executive Committee.
15. Monitor the work of all subcommittees and track progress to the work plan.
16. Coordinate closely with the other ELC committees to ensure alignment and prevent overlap.
17. Participate in all Executive Committee meetings.
18. Engage multiple types of stakeholders appropriately.
19. Provide updated work plan to the OECD and Council Co-Chairs quarterly.

Committee State Agency Liaison Responsibilities

One state Agency Liaison per ELC standing committee is appointed by the ELC Co-Chairs. The following tasks delineate general responsibilities for which the ELC Committee Agency Liaisons are responsible. Depending on the work of specific committees, Agency Liaisons may assume additional responsibilities.

1. Participate in all committee meetings.
2. Assist in facilitating meetings, at the request of the committee co-chairs.
3. Participate in determining and prioritizing achievable committee goals and action steps.
4. Ensure progress on the work plan and completion of recommendations.
5. Coordinate with the co-chairs and staff person to create the committee work plan and structure that will allow for effective work plan implementation.
6. Update the committee and co-chairs about changes in state policies, procedures, or operations that affect committee work.

7. Advise the committee co-chairs and committee of the feasibility of implementation of recommendations in the state system.
8. Coordinate closely with the other ELC committees and Agency Liaisons to ensure alignment, prevent overlap, and raise feasibility and implementation issues about committee recommendations related to other agencies, as pertinent.
9. Participate in all Executive Committee meetings.
10. Provide updated work plan to the OECD and Council Co-Chairs quarterly.

Committee Staffing Responsibilities

One staff person is assigned to each ELC committee. Staff persons are selected and assigned by the ELC Co-Chairs. The following tasks delineate general responsibilities for which the ELC committee staff persons are responsible. Depending on the work of specific committees, staff persons may assume additional responsibilities.

1. Develop and maintain committee work plans.
2. Conducting research/issue analysis for committee activities, and/or ensure coordination of research/work activities with committee members.
3. Develop any necessary materials for use in presenting the committee's work or recommendations to the Executive Committee and full Early Learning Council.
4. Attend all staffer meetings and be prepared to provide relevant updates.
5. Provide written update on the work of the committee no fewer than three work days prior to each Executive Committee and Council meeting.
6. Coordinate closely with the Governor's Office of Early Childhood Development (OECD).
7. Provide updated work plan to the OECD and Council Co-Chairs quarterly.
8. Provide OECD information and updates to co-chairs and Agency Liaisons.
9. Maintain member lists, contact information, and record of participation.
10. Schedule meetings and work to include all committee members.
11. Send all meeting correspondence in compliance with OMA² including meeting agendas and minutes.
12. Provide all of the necessary content to keep the OECD website up to date with committee's activities.
13. Work with co-chairs and Agency Liaison to prepare meeting agendas.
14. Create annotated agendas for co-chairs to use while facilitating meetings.
15. Review annotated agendas with co-chairs prior to committee meetings.
16. Take meeting minutes including time, date, and location of meeting as well as meeting participants by location.
17. Organize and archive committee files.
18. Coordinate and track the work of the subcommittees.
19. Coordinate with the other committee staff persons to ensure alignment and avoid duplication.

Committee and Subcommittee Member Responsibilities-Private Sector Members

1. Contribute to and participate in the committee and subcommittees, treating all other members, committee leadership and staff persons with respect and serving as a positive team member.
2. Carefully consider issues being addressed in committee meetings and work; offer best thinking, best practices, and solution oriented ideas to help move the work forward.
3. Represent diverse points of view including representation from a variety of geographic regions,

² Open Meetings Act 5 ILCS 120/1.01

- demographic groups, sectors, and content knowledge.
4. Attend group meetings and calls.
 5. Prepare for meetings and calls by reviewing appropriate materials.
 6. Commit to necessary follow up.
 7. Meet established deadlines.
 8. Identify openly potential conflicts of interests, both real and perceived, between your role and the committee/subcommittee work, so other members are aware and can make good decisions accordingly.
 9. Be cognizant and respectful of the role of the public sector committee/subcommittee members, not expecting them to make decisions or commit resources for their agencies, but rather understanding the structure and decision making chain each must go through to get their work and committee/subcommittee recommendations accomplished.
 10. Respect the communications process established by the Council and state agencies, and not share prematurely any information that is discussed at the committee meetings.

Committee and Sub-Committee Member Responsibilities – Public Sector Members

Public sector members have a unique role and so, in addition to most of the first eight responsibilities delineated for private sector members above (items 4-9 below), the following responsibilities also apply to them.

1. Be cognizant and respectful of the role of the private sector committee/subcommittee members, including the expertise and advocacy they bring to the work.
2. Be mindful of your role as a public sector partner, recognizing that you cannot speak for the agency nor commit decisions or resources without moving issues and recommendations through the appropriate channels in your agency.
3. Work with other public sector members to bring an integrated and solution-oriented view to the work of the committee/subcommittee.
4. Contribute to and participate in the committee and subcommittees, treating all other members, committee leadership and staff persons with respect and serving as a positive team member.
5. Carefully consider issues being addressed in committee meetings and work; offer best thinking, best practices, and solution oriented ideas to help move the work forward.
6. Attend group meetings and calls.
7. Prepare for meetings and calls by reviewing appropriate materials.
8. Commit to necessary follow up.
9. Meet established deadlines.

The following items are potential additions to the Illinois Early Learning Council Governance.

1. Attendance for Council Members

- a. _____ **Must Attend At Majority of Council Meetings Annually:** The Council members shall attend the majority of all annually scheduled council meetings. If Council members miss the majority of all annually scheduled council meetings, the Council may recommend to the Governor that a replacement appointment be made.
- b. _____ **No Proxies for Members:** Council members shall not appoint a designee to attend council meetings in their absence.
- c. _____ **Voting Proxies:** Council members may appoint a designee who will count as a member for purposes of determining quorum and voting.
- d. _____ **Non-Voting Proxies:** When a member is absent or elects to send a substitute, it will be counted as an absence on part of the member [and the substitute shall not have voting privileges]. Reoccurring absences may result in a withdrawal of appointment.
- e. _____ **Membership Renewal/Termination:** Members will notify the Co-Chairs of the Council in writing whether or not they would like to serve on the Council for an additional term. This notification must be received three months in advance of their term's expiration.

2. Attendance for Committee Members

- a. _____ **Must Attend At Majority of Committee Meetings Annually:** The committee members shall attend the majority of all annually scheduled committee meetings. If committee members miss the majority of all annually scheduled committee meetings, members shall reconsider their association on the committee.
- b. _____ **No Proxies for Members:** Committee members shall not appoint a designee to attend committee meetings in their absence.
- c. _____ **Voting Proxies:** Committee members may appoint a designee who will count as a member for purposes of determining quorum and voting.
- d. _____ **Non-Voting Proxies:** When a member is absent or elects to send a substitute, it will be counted as an absence on part of the member [and the substitute shall not have voting privileges]. Reoccurring absences may result in removal from the committee.
- e. _____ **Membership Renewal/Termination:** At the end of each year, members will notify the chair(s) of the committee in writing whether or not they would like to serve on the committee for an additional year.
- f. _____ **Termination of Membership for Consecutive Absences:** A voting member who is absent for three consecutive meetings (without sending an empowered designee) may be removed at a subsequent meeting by a majority vote of the committee. The committee will provide notice to any member being subject to a removal vote at least 14 days in advance of the vote.
- g. _____ **Termination of Membership Other Than by Resignation or Expiration of Term:** A member of the committee who fails to attend the majority of the regularly-scheduled meetings of the committee during any consecutive 12 month period shall be considered to have resigned. Not later than January 15th of each calendar year, the Chairs of the committee shall forward to the Governor's Office:
 - i. The name of any individual considered to have resigned;
 - ii. A statement describing the individual's history of attendance during the preceding twelve 12 month period.

3. Participation Expectations

- a. _____ **Adequate Preparation:** Council members and committee members will be expected to prepare for meetings by reviewing materials and conducting their own research as needed.

- b. _____ **Robert's Rules of Order:** Unless otherwise outlined in this governance document, formal action and parliamentary procedure will be conducted by *Robert's Rules of Order*.
- c. _____ **Acquiring Necessary Authority for Action:** When an issue is raised that cannot be addressed within the scope of a member's authority, it is the responsibility of that member to ensure that he or she (or another representative of the agency) attends the next meeting with sufficient authority to act on the issue.
- d. _____ **Adhering to Agenda:** The Council will limit discussion to items on the agenda published at least 48 hours before each meeting. Agenda item suggestions may be submitted to the Council staff at least one month in advance of any scheduled meeting. The Executive Committee and the Council Co-Chairs will determine and approve the final Council meeting agenda.

4. Process for Creating Subcommittees

- a. _____ **Created as Needed by Executive Committee:** The Executive Committee may create subcommittees, ad hoc committees or work groups when appropriate. The Executive Committee will name the subcommittee's chair(s).
- b. _____ **Created by Committee Chairs and Approved by Executive Committee:** Committee chairs may propose the creation of subcommittees, ad hoc committees or work groups when appropriate. Such proposals must be approved by the Executive Committee. The Executive Committee will name the subcommittee's chair(s).

5. Voting Procedures

- a. _____ **Majority Rules:** When quorum of the Council or a committee is met, in order to approve an action taken by the Council or by the committee a majority of the quorum is required.
- b. _____ **Co-Chairs Break Ties:** In the event of a tie vote, the Council Co-Chairs will cast a single deciding vote.
- c. _____ **Avoiding Conflict of Interest:** No member of the Council will cast a vote on any matter which would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest. In the instances where a Council member is employed by an organization which is a recipient of financial support from the State of Illinois or any affiliates, that member must disclose such potential conflict of interest.

6. Procedure for sharing recommendations with State Agencies

- a. _____ **Recommendation Template:** The Executive Committee will approve a template for all committee recommendations that will show the elements each recommendation must include, such as the reason for the recommendation, the specific recommended changes, the proposed timeline for the recommended changes, and whatever other elements the Executive Committee chooses to include.
- b. _____ **Executive Committee Review:** The Executive Committee will as a general matter review recommendations from individual committees. If the Executive Committee believes that the committee should consider additional issues before the recommendation is forwarded to the Council, the Executive Committee may by majority vote return the issue to the standing committee with specific requests for action. Otherwise, the recommendation will be forwarded to the Council for its consideration.
- c. _____ **Transmitting Approved Recommendations to Relevant Leaders:** When the Council approves a recommendation, the chair will transmit the recommendation to the governor's office, to the leaders of each chamber of the legislature (if the recommendation calls for statutory change), and to the agency head of all affected state agencies, upon approval of the Executive Committee. Recommendations may be transmitted to other relevant recipients, such as the members of relevant legislative committees or specific agency personnel.