

**COORDINATING BOARD FOR EARLY CHILDHOOD
PROCESS WORK GROUP
March 9, 2012**

MINUTES

1. Recommended Means of Communication with the GO

a. Regular Communications

(1) Roles of Mayme & Daryl: *The Governor's Office CBEC representative shall be included in all communication between CBEC members and the Executive Director with the Governor's Office, including but not limited to appointments to the Board, legislative issues, grant applications and other financial matters. The Governor's Office CBEC representative shall update the Executive Director and/or the Chair of the CBEC on any meetings or communication from the Governor's Office regarding early childhood issues.*

(2) Prepare Post-CBEC Meeting Reports for GO:

Define Process: _Following each CBEC meeting, the Governor's Office CBEC representative shall prepare a brief summary of the meeting and the matters discussed. The Executive Director of CBEC shall be provided a copy of this summary prior to submission to the Governor's Office and may suggest changes and/or corrections as needed.

-both in person and teleconference of full board

Recipients of CBEC Board Meeting Reports and Highlights =

GO liaisons for each department represented on the CBEC: DSS, DHSS, DESE, DMH and also to the education / policy staff

b. Legislative / Session planning communications

(1) Timing

(a) CBEC preparation in summer of preceding legislative session: Summer mtg e.g. to talk about what we would take to the Governor's Office

(Consider when CBEC board meeting is scheduled to convene for preparation for reporting potential legislative issues to GO)

(b) Meeting with GO staff: Mid-August – or September (subsequent to GO bill review)

(2) Define Process for Preparing Session Plan: _After meeting with the Governor’s Office, the Governor’s Office designated CBEC representative will follow up and determine any areas that need further work or information. At November and/or January meeting, the CBEC would receive final early childhood priorities from the Governor’s Office and adopt. _____

2. Recommended Number of Meetings & Schedules (including in-person and teleconference)

a. In-Person Meeting Schedules

(1) Frequency:

Determine frequency (monthly, quarterly, etc.): 4 times per year

-but how are we going to know what is going on in the work groups in the interim. Still need regular reports of work group updates during the interim.

(2) Length/Duration

Determine length and duration of meetings, based on frequency: 4-6 hrs.

(3) Communication of Work Group Updates: following work group meetings, the Executive Director shall circulate minutes to board members to keep board members updated of work group updates and activity.

b. Phone Conference Meetings

(1) Determine whether regular phone meetings are necessary

Will regular phone meetings be scheduled, or will phone meetings of entire CBEC only be scheduled when a special discussion/vote is needed?

Only phone when criteria are met.

(2) Define criteria for special phone conference meetings to discuss issues that may arise requiring board discussion and/or vote.

** Time sensitive – i.e., deadline for response for grant application, financial approval etc. needed before next regularly scheduled quarterly meeting.

** Personnel matters requiring action before next regularly scheduled quarterly meeting.

** Board vacancy of Chair position which requires action before next meeting

** Other emergencies determined by the Executive Director or Board Chair that need action before the next regularly scheduled quarterly meeting.