

# Alaska Early Childhood Coordinating Council (AECCC) Charter

## AECCC Vision and Goals

This document serves as the charter for the AECCC from the approved date forward. It has integrated the Council's bylaws and is reflective of the Council's adoption of Alaska's Early Childhood Strategic Direction.

The AECCC was created by Governor Sean Parnell in 2010 to facilitate the integration and alignment of services, planning efforts, resources, policy development, and funding between the health, mental health, education, family support, public, and private systems.

The *Early Childhood Alaska: A Strategic Direction for 2020-2025 plan* was created with a cross-section of state, non-profit, business, tribal entity, rural community, and family contributors. The AECCC adopted *Early Childhood Alaska: A Strategic Direction for 2020-2025* (hereafter referred to as "Strategic Direction") as its goals and priorities. As such, it is the current framework from which the AECCC operates. AECCC activities reflect the vision and goals of the strategic direction. The AECCC is an advisory council and does not have the authority or fiscal responsibility for the Strategic Direction.

The AECCC is an advisory body to the Commissioners of the Department of Health and the Department Education and Early Development and commits to using its unified voice and collective leadership to encourage others in our state to adopt and use the Strategic Direction to advance the goals for Alaska's children and families. Members serve as subject matter experts to the Commissioners, who may bring forth recommendations to the Governor.

The AECCC fulfills the federal requirement for a Head Start advisory council, as well as the as the required advisory body for other federal grant programs including the Maternal, Infant, Early Childhood Home Visiting (MIECHV), and Child Care Development Block Grant program.

**Vision: Alaska's children and families thrive in a strong and equitable early childhood system.**

The following Goals and Objectives come directly from the [Early Childhood Alaska: A Strategic Direction for 2020-2025](#) plan.

**Goal 1:** Alaska children and families are healthy, safe, and stable.

**Goal 2:** Alaska children have quality early learning experiences and are prepared for success in school.

**Goal 3:** Alaska children and families are supported by a functional, comprehensive, mixed-delivery early childhood system.

## Guiding Principles

The AECCC will:

- Work collaboratively and collectively with tribal, local, state, and national entities to encourage the greatest possible positive impact for children and families.
- Encourage work within the early childhood field is consistent with current best practice and research.

- Provide communication within the AECCC that is timely, consistent with this charter, and publicly available as appropriate.
- Coordinate work consistent with the Strategic Direction, its goals, objectives, and strategies.
- Communicate with the public the work of the AECCC.

### **Lead Agency**

The Department of Health is the lead state agency for the AECCC. The Department of Health and the Department of Education and Early Development jointly facilitate the work of the AECCC and provide administrative support for it.

### **Structure and Member Responsibility**

The AECCC serves in an advisory role to provide information, assistance, guidance, stakeholder input, and support to the AECCC committees. The committees may be comprised of both AECCC members and members of the public. AECCC members meet quarterly, at a minimum, to:

- Provide feedback on committee quarterly reports.
- Ensure communication across all committees and the public.
- Review, evaluate, and make recommendations to each committee in relation to the Strategic Direction.
- Recruit and oversee volunteer opportunities to support the work of the committees and the Strategic Direction.
- Serve as the advisory council for relevant federal grants affecting early childhood. Advisory activities may include:
  - Monitoring the implementation and progress of programs in an advisory capacity.
  - Identifying, aligning, and assessing current grant requirements and priorities in relation to the Strategic Direction.
  - Identifying and promoting best practices successfully implemented in other programs or states.
  - Communicating and collaborating across the AECCC subcommittees for greater impact.
  - Participating in development of grant applications and re-applications.
  - Participating in educational activities to successfully advise Federal grant programs.
  - Serve in an advisory capacity for future grants that are in alignment with Alaska’s Early Childhood Strategic Direction.
    - Grants may be added as advisees by either executive order or a vote of the AECCC membership.

The AECCC consists of members from the respective organizations. Organizations will determine who will serve on the Council:

1. A representative of the Governor's Office
2. The Commissioner of the Department of Health or designee
3. The Commissioner of the Department of Education and Early Development or designee
4. Commissioner of the Department of Labor and Workforce Development or (designee who impacts EC workforce development)
5. Commissioner of the Department of Family and Community Services or a designee
6. A representative from the Division of Public Health
7. The Head Start Collaboration Director
8. The State Part C/Early Intervention Program Manager
9. The State Part B/619 Program Manager
10. The State Child Care Development Fund Lead Administrator
11. The Early Childhood Comprehensive Systems Program Manager
12. A representative of the University of Alaska appointed by the president
13. A representative of the Alaska Association of School Administrators
14. A representative of the Association of Alaska School Boards
15. A representative of the Association of Infant Learning Programs in Alaska
16. A representative of the Alaska Head Start Association
17. A representative of Alaska's Child Care Resource & Referral Network
18. A representative of an Alaska Native health entity who is knowledgeable in issues concerning young children
19. A mental health provider who is knowledgeable in issues concerning young children
20. A pediatric provider who is knowledgeable in issues concerning young children
21. A representative from the Alaska Mental Health Board
22. A representative from the Alaska Children's Trust
23. A representative from a regional affiliate of the Alaska Association for the Education of Young Children
24. A representative from an Alaska Native Tribal organization
25. A representative of Best Beginnings

26. A parent of a child eight (8) years of age or younger
27. A representative of the business community from a list submitted by the Alaska State Chamber of Commerce or a representative of an economic development organization
28. A representative of the Division of Behavioral Health
29. A representative of an organization focused on statewide access to pediatric healthcare

Each member of the AECCC will review and sign this charter every three years. When a new representative is chosen, they must sign the charter. This will be done to reassert their individual commitment of professional time, knowledge, and expertise to AECCC work.

New members or vacancies:

- For positions associated with a specific organization
  - The organization will submit an AECCC Member Recommendation form to [aeccc@alaska.gov](mailto:aeccc@alaska.gov).
  - The co-chairs will then review the recommendation and approve/disapprove within 10 days of submission.
- For positions not associated with a specific organization
  - The AECCC membership will recruit individuals meeting the role requirements within an application period.
  - Individuals will submit the AECCC Member Recommendation form to [aeccc@alaska.gov](mailto:aeccc@alaska.gov).
  - Co-chairs will review the recommendations and select a member within 10 days of the application deadline.

AECCC members are expected to attend all AECCC meetings. If an AECCC member is unable to attend an AECCC meeting, it is the responsibility of the member to notify one of the co-coordinators of the AECCC. A designee may be identified by the agency at that time. The designee has the authority to vote on behalf of the sitting member. AECCC members shall receive no compensation for serving on the AECCC.

### **AECCC Committees**

The AECCC membership may authorize the creation, prescribe the term, and define the duties of the committees as needed. Each member of the AECCC, except for co-chairs, will serve on at least one committee. At the time of the adoption of this charter, these are the standing committees:

- Healthy Start and Strong Families
- High Quality Early Care and Learning
- Innovation and Long-Term Investment
- Data and Systems Alignment

Each committee is chaired by at least one member of the AECCC.

Members of the public may participate in committee work per AECCC or committee member recommendation.

A quorum of a committee of the AECCC consists of a simple majority of currently appointed committee members. A committee may choose to conduct its business through teleconference, videoconference, or meeting in-person as a group. Committee records are records of the AECCC.

### **Responsibilities of Each Committee Chair**

- Along with committee members, establish a schedule of meetings, send reminders, and lead each meeting. Each committee establishes and maintains its own meeting schedule.
- Submits to AECCC co-coordinators each sub-committee meeting agenda and minutes within 2 weeks after the meeting is held. Standard agenda and minute templates will be used by each sub-committee.
- Communicates committee progress to the AECCC membership at quarterly membership meetings with a standard update and/or proposal template, which will be submitted to the co-coordinators three weeks prior to the next quarterly meeting.

### **Responsibilities of Committee Members**

Each committee follows its assigned Strategic Direction goal(s), researching the topic, identifying current efforts, monitoring progress, identifying gaps challenges and barriers, and providing recommendations to the field.

[Access the Alaska Early Childhood Strategic Direction HERE.](#) Each committee can reference the specific goal objectives and actions on the designated pages below.

### **AECCC Healthy Start and Strong Families Committee**

Strategic Plan Goal 1: Alaska children and families are healthy, safe, and stable

- Objective 1: Strong and resilient families and communities (pages 13-14)
- Objective 2: Integrated physical, mental, and dental health (pages 14-15)

### **AECCC High Quality Early Care and Learning Committee**

Plan Goal 2: Alaska children have quality early learning experiences and are prepared for success in school

- Objective 3: Family Partnerships (page 16)
- Objective 4: Accessibility (page 16)
- Objective 5: Affordability (page 17)
- Objective 6: High Quality (page 18)
- Objective 7: Transitions (page 19)

### **AECCC Innovation and Long-Term Investment Committee**

Strategic Plan Goal 3: Alaska children and families are supported by a functional, comprehensive, mixed-delivery early childhood system

- Objective 8: Elevation of the Early Childhood System (page 20)
- Objective 9: Strategic Funding (pages 20-21)
- Objective 11: Workforce (pages 22-23)
- Objective 12: Coordinated Plan Implementation (pages 23-24)

#### **AECCC Data Systems and Alignment Committee**

Strategic Plan Goal 3: Alaska children and families are supported by a functional, comprehensive, mixed-delivery early childhood system

- Objective 10: Data Integration and Accountability (page 21)

#### **Co-Chairs and duties**

The AECCC is co-chaired by the Commissioners from the Department of Education and Early Development and the Department of Health. The duties and responsibilities of the co-chairs include:

1. Presiding at all meetings of the AECCC, except as provided in subparagraph two.
2. A co-chair's designee shall preside at any meeting that the co-chair(s) cannot attend. A designee shall perform any duties requested or routinely executed by the co-chair.

#### **Co-Coordiators and duties**

The AECCC is co-coordinated by one staff from the Department of Education and Early Development and one staff from the Department of Health. The duties and responsibilities of the co-coordinators include:

1. Facilitating the scheduling, agenda, and meeting minutes for quarterly meetings.
2. Submitting agenda items to the Commissioners for approval.
3. Communicating the schedule, agenda, and meeting minutes for quarterly meetings to the membership.
4. Running the virtual platform and supporting the co-chairs in facilitating the quarterly meeting.
5. Maintaining records of quarterly membership and sub-committee meetings.
6. Maintaining the AECCC website.

<https://health.alaska.gov/commissioner/pages/aeccc/default.aspx#:~:text=The%20purpose%20of%20the%20Alaska,system%20that%20links%20service%20providers%2C>

#### **Quarterly Meetings**

The AECCC shall meet a minimum of four times each calendar year. The co-chairs may choose to conduct business through teleconferencing, videoconferencing, or meeting in person as a group.

1. The AECCC shall conduct business in accordance with Robert's Rules of Order, unless the AECCC provides by resolution to suspend the use of Robert's Rules of Order and use other procedures to facilitate the purposes and duties assigned by this Order.
2. The agenda for quarterly meetings is set by the co-chairs at least one week prior to each AECCC meeting. AECCC members may propose agenda items in writing to the co-coordinators up to two weeks prior to the quarterly meeting.
3. A quorum of the AECCC consists of a simple majority of the membership.
4. Meetings of the AECCC shall be held in accordance with AS 44.62.310 - 44.62.312 (Open Meetings Act). Each meeting must include a period for public comment, per the Head Start Act State Advisory Council requirement, section 642B (b)(1)(D)(ii).

### **Charter Amendments**

The charter will be reviewed by the AECCC every 3 years in coordination with membership renewal, or in interim, by member recommendation. Proposals to amend the charter require preapproval by the co-chairs. Following preapproval by the co-chairs, the charter may be amended at any regular convened meeting of the AECCC by a two-thirds vote of the AECCC members provided that written notice and copies of the proposed amendment have been submitted to the AECCC members at least 30 days prior to the meeting. Such changes shall become effective twenty-four (24) hours following the meeting. Each time the charter is amended the latest version shall include the dates of amendment.