

**Date: 11/20/2020**

**To: Early Learning Board Members**

**Fr: M. Wai'ale'ale Sarsona, Governance Subcommittee Chair**

**Re: Request ELB Approval of the following at the December 10, 2020 meeting**

- A. Proposed Strategic Implementation Subcommittee
  - a. Approve the establishment of a Strategic Implementation Subcommittee
  - b. Approve the proposed Subcommittee charter
  - c. Approve up to five subcommittee members who volunteer to participate
  - d. Appoint and approve subcommittee chair
- B. Proposed Vice Chair Selection Process
  - a. Approve the establishment of the Vice-Chair Selection Process

### **A. Proposed Strategic Implementation Subcommittee Charter**

#### ***General Purpose***

Under Act 202 (2017), the Early Learning Board has the responsibility to coordinate the State's early childhood development and education system and to make policy recommendations to improve that system.

In 2019, the ELB supported and adopted the Hawaii Early Childhood State Plan, which is organized around a shared vision, core value, guiding principles and comprehensive building blocks for early childhood development.

On September 15, 2020, HB 2543 related to early learning was signed into law - i.e. Act 46 (2020). The Act set forth a 10 year goal to ensure the state provides access to early learning for all three and four year olds.

To fulfill its role, the ELB formed the Strategic Implementation Subcommittee (SIS) to coordinate and convene government agencies, stakeholders and partners to monitor and support the State Plan and the implementation of Act 46. The ELB and the subcommittee is not responsible for nor will create implementation plans for the government agencies and stakeholders.

#### ***Appointments and Composition***

The members of the SIS shall be board members approved by the board. The subcommittee shall have no more than 5 members. Non-voting members may sit on the subcommittee. The board chair shall be a member of the subcommittee. The subcommittee may invite non-board members to participate in the meetings.

#### ***Responsibilities of the Subcommittee***

1. Convene government agencies and stakeholders together for the coordination and monitoring of implementation plans.
2. Support the development and monitor the progress of agency implementation plans
3. Provide updates to the ELB and its stakeholders on progress.
4. Build and maintain positive working relationships with government agencies and stakeholders.
5. Bring concerns and issues to the ELB for discussion and decision-making as necessary.
6. Identify and advise the ELB on implementation barriers, challenges and resources that could be addressed through legislation.

7. Develop a process for monitoring the Early Childhood State plan and recommend revisions as necessary.

***Subcommittee Chair Job Description /Responsibilities:***

1. Convene, schedule and attend all subcommittee meetings.
2. Call and preside over meetings of the subcommittee.
3. Set the agenda for subcommittee meetings with the subcommittee members.
4. See to it that decisions and recommendations made by the subcommittee are recorded and provided to the board in a timely manner.
5. Report the subcommittee's activities and recommendations to the full board.
6. Work with designated EOEL staff as needed.
7. Works with the ELB chair to resolve any legal or other barriers in implementing the process.

**B. Vice Chair Selection Process (DRAFT)**

**Purpose:** Provide a process for the ELB to nominate and vote on the vice chair position.

**Process:**

1. The chair will select a member of the ELB to manage the selection process (designee)
2. The designee will collect names of nominees and set a deadline for all nominations.
  - a. Board members may nominate him/herself, another member of the board or more than one board member.
  - b. Non-voting/ex-officio members are not eligible.(See note below)
3. After collection of all nominations made by the deadline, the designee will contact each nominee to determine if they accept the nomination.
4. The designee provides the chair with only the names of those that accepted the nomination.
5. The chair creates an agenda item on the ELB general board meeting for decision-making.
6. The chair will run the voting process and the decision shall be recorded in the board minutes.
  - a. Decision-making may be conducted through a verbal vote or written ballot.
  - b. In the event of a tie, there will be a run-off between the top two nominees.

**Note:** HRS 26-35 (a)(8) states that the Head of a Department does not have the power to supervise or control the board in the exercise of its functions, duties and powers, thus prohibiting the Superintendent (or designee) from serving as chair or vice chair.