7.717 EARLY CHILDHOOD COUNCILS

Each Early Childhood Council, whether newly established in a community or newly identified to serve as a council, shall work toward consolidating and coordinating funding. Together, the Early Childhood Councils throughout the state shall serve to create a seamless system of early childhood services representing collaboration among various public and private stakeholders for the effective delivery of early childhood services in the areas of early care and education, family support, mental health, and health. These services shall support children eight (8) years of age or younger and their parents in a manner that is responsive to local needs and conditions.

7.717.1 DEFINITIONS

"Children" means children eight (8) years of age or younger.

"County department" means the county Department of Human Services or Social Services.

"Early care and education provider" is a required Early Childhood Council membership stakeholder group that includes, but is not limited to, a licensed and legally exempt child care provider; Head Start grantee; or district preschool program representative.

"Early Childhood Council" means a council identified or established locally in communities throughout the state, either as a community consolidated child care services pilot site agency that existed prior to May 31, 2007 or pursuant to § 26-6.5-103, C.R.S., that represents public and private stakeholders for the purpose of developing and ultimately implementing a comprehensive system of early childhood services for children in the community to ensure school readiness. A council may be an Early Childhood Care and Education Council so long as no more than one council exists in a given service area.

"Early Childhood Council membership" means the members of a voting body of an Early Childhood Council with governing authority over all of the council’s duties enumerated in § 7.717.5.

"Family support and parent education services" is a required Early Childhood Council membership stakeholder group that includes, but is not limited to, a representative from a home visitation program; family resource center; or income assistance program.

"Health care entity" is a required Early Childhood Council membership stakeholder group that includes, but is not limited to, a representative from local public health, health care providers; Women, Infants, and Children (WIC) food nutrition service; Supplemental Nutrition Assistance Program (SNAP); Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) program; or Parts B or C of the federal Individuals with Disabilities Education and Improvement Act.

"Local government" is a required Early Childhood Council membership stakeholder group that includes, but is not limited to, a representative from the County Board of
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The county or counties involved with the council:

1. An intended service area that complies with § 7.7.17.3.

Information:
- A council or councils shall be designated at minimum, the following:
  - A council of an existing Early Childhood Council(s) applying to be a newly identified
    as a convening entity. A convening entity's application for an agency applying to be newly identified
    as a convening entity replaces the council named in the application to
    Existing Early Childhood Councils may apply to merge or recognize under §

The convening entity shall initially approve the Early Childhood Council application to the State Department under paragraph E.

5. A Colorado Preschool Program Council,

4. Department of Public Health or:

3. A local school district;

2. A County Department of Human Services or Social Services;

1. A local resource and referral agency;

but is not limited to, the following agency types:
- local child care groups; and
- resource and referral agency or other agency that provides support for parents with
  special needs or other special needs, including, without limitation, a representation from a child care

A. Creation and Recognition Processes

"State Department" means the Colorado Department of Human Services.

Children eight (8) years of age or younger:

- resource and referral agency is a required Early Childhood Council membership

- health care of a local mental health care provider;

- Mental Health Care is a required Early Childhood Council membership stakeholder.

- Human Services or Social Services.

- Commissioners, City Council, local school district board, or a local County Department of
3. The participating Early Childhood Council members that includes stakeholders required by § 7.717.4;

4. The designated fiscal agent; and,

5. Signatures of the Chair or Chairs of the Board or Boards of County Commissioners of all counties involved in the council, the legal signatory for the counties, and the president of any school district Board of Education involved in the council.

F. The State Department's approval of an Early Childhood Council's application under § 7.717.6, does not guarantee funds to that council.

7.717.3 SERVICE AREA

A. To the extent practicable, a service area of an Early Childhood Council shall be representative of the various public and private stakeholders in the local community who serve children.

B. Early Childhood Council's service area may include more than one county.

C. No two Early Childhood Councils may cover the same service area.

7.717.4 GOVERNANCE

A. Early Childhood Council membership shall:

1. To the extent practicable, reflect local needs and cultural and geographic diversity within the service area;

2. Have voting rights;

3. Consist of a minimum of ten (10) members;

4. Include at least one representative, who operates or resides within the council's service area, from each of the following seven (7) mandatory stakeholder groups:

   a. Early care and education;

   b. Family support and parent education services;

   c. Health care;

   d. Local government;

   e. Parent of a child five (5) years of age or younger;

   f. Mental health care; and,

   g. Resource and referral agency.
Rule 4

7. How meetings will be conducted; and,

6. Rules for membership rotation and terms;

5. Process for selecting members;

4. Members' roles and responsibilities;

3. Requirements for membership;

2. Early Childhood Council Purpose;

1. Early Childhood Council name:

D. Each Early Childhood Council shall adopt bylaws that provide for, at minimum:

   2. A mandatory stakeholder group is voted for more than ninety (90) days.

   1. One (1) individual represents multiple mandatory stakeholder groups on the
      Council.

C. Each Early Childhood Council shall submit a summary of the
   Council and collaborate on the work of the Early Childhood Council.

   Each member of an Early Childhood Council shall sign a
   Memorandum of

B. Library

   1. Higher Education Institution; and/or

   1. Nonprofit organization;

   1. Faith-based organization;

   1. Local business;

   1. Chamber of Commerce;

   1. Head Start Policy Council;

   1. School district parent organization;

   1. Dental Practice;

   1. Medical Practice;

   1. Child care association;

Within the Council's service area:

Representation from any combination of the following stakeholder groups
may also include, but is not limited to,
8. Meeting frequency and the quorum required for council action.

E. Each Early Childhood Council shall designate and enter into a formal, written agreement with a fiscal agent that requires the fiscal agent to:

1. Accept legal and financial responsibility for the work being performed under the contract, including all deliverables and deadlines associated with the council scope of work;

2. Acknowledge that if work is not performed in accordance with the council contract, payment may be withheld by the state department;

3. Comply with fiscal contractual requirements, in accordance with the state fiscal rules (see 2 C.F.R. Part 200) and applicable federal guidance (see 1 CCR 101-1); and,

4. Comply with the Colorado Information Security Act (see § 24-37.5, Part 4).

F. In the case of an Early Childhood Council that is an incorporated legal entity, including a nonprofit corporation, the entity itself may serve as the fiscal agent, in which case it is directly responsible for the obligations set out in paragraph E.

7.717.5 EARLY CHILDHOOD COUNCIL DUTIES AND DELIVERABLES

A. Each Early Childhood Council is responsible for the following minimum duties and functions:

1. To apply for early childhood funding pursuant to § 26-6.5-104, C.R.S.;

2. Develop and execute a strategic plan that responds to local needs and conditions to increase and sustain the quality, accessibility, capacity, and affordability of early childhood services for children and their parents;

3. To establish a local system of accountability to measure local progress based on the needs and goals set for program performance;

4. To report annually the results of the accountability measurements defined in the strategic plan;

5. To select a fiscal agent to disburse funds and serve as the employer of the Council Director, once hired;

6. To conduct a comprehensive evaluation and report, based on the strategic plan; and,

7. To actively inform and include small or under-represented early childhood service providers in Early Childhood Council activities and functions.

B. Each Early Childhood Council shall submit and ensure that the State Department has current record of the council governance structure, to include at minimum:
Rule 9

STATE DEPARTMENT FUNDING REQUIREMENTS 7.717.6

strategic plan accountability metrics:
1. A written, comprehensive evaluation and report of its progress based on the current strategic plan, and:

Early Childhood Council membership:
Annually, each Early Childhood Council shall submit to the state department and

goals, objectives, and expected outcomes:
A description of the data tools and methods for tracking progress towards the

and

4. A description of the expected outcomes aligned with the goals and objectives:

2. A description of the short-term objectives:

1. A description of the long-term goals to be accomplished:

include at minimum:
The strategic plan shall be developed at least once every five (5) years and

and acknowledge Early childhood services for children and their families
3. Set measurable goals to increase and sustain quality, accessibility, capacity,

and

service area based upon a rigorous assessment and
2. Responds to the Early childhood needs and conditions in the designated

Early childhood services for children and their families:
1. Refeeds the state department priorities and performance standards to

Department comprehensive review, an op to the organizational strategic plan that

Each Early Childhood Council shall develop, execute, and submit for State

infrastructure to improve and coordinate early childhood services.
5. An annual update for developing a local early childhood system and

4. The Early Childhood Council bylaws and:

been hired, an interim program coordinator employed by the local agency;
3. The name and contact information for the Council Director, or, if none has

including current officers:
2. An organizational chart or other description of its officer/leadership structure.

groups in § 7.717.4, A (4):
1. Early Childhood Council membership, to include the name and contact
A. To be eligible to receive infrastructure, quality improvement, technical assistance, and evaluation funding from the state department, an Early Childhood Council must:

1. Be properly convened; and meet the minimum service area and governance standards in § 7.717.3-4.

2. Submit strategic plan for compliance review in accordance with § 7.717.5, C and D.

B. Each Early Childhood Council seeking infrastructure, quality improvement, technical assistance, and evaluation funding shall submit an application to the state department that includes or describes:

1. The Council’s designated service area, as defined in § 7.717.3;

2. The Council’s current membership, including proof of a Memorandum of Understanding signed by the members representing each mandatory stakeholder group, as defined in § 7.717.4, A (4);

3. The registered business name, certificate in good standing with the Colorado Secretary Of State, and the D-U-N-S number for the designated fiscal agent;

4. The capacity to comply with state department data entry and data reporting requirements, as defined by the state department and other applicable funding stream requirements;

5. Current record of the council governance structure, as defined in § 7.717.5, B;

6. The Council director’s signature; and,

7. The Council’s strategic plan, in compliance with § 7.717.5, C and D.

C. If an Early Childhood Council fails to maintain ongoing compliance with these funding requirements, including the requirement of a current strategic plan, the State Department may deny its pending or immediately subsequent application for funding.

D. Councils that have previously applied for and been denied funding by the State Department may re-apply by showing current compliance with state requirements.

E. For one (1) year after March 30, 2017, in order to promote an orderly transition to a new governance structure, any Council may apply for a waiver of specific governance rules in § 7.717.4 upon a showing of substantial compliance and undue hardship. A Council shall submit any request for a waiver to the Early Childhood Leadership Commission, which shall consult with the Department on the request. The Department will grant such waivers upon recommendation by the Commission.

7.717.7 RULE WAIVER REQUEST

Rule 7
C. The waiver request shall be submitted in writing to the Early Childhood Leadership Commission Director.

A waiver request submitted by the Early Childhood Council shall include the following:

A. A local Early Childhood Council may submit a rule waiver request to the Early Childhood Council for any rule within CCR 2509 that would prevent a council from implementing council projects related to the minimum dutes and functions defined in § 7.77.5.

B. The Early Childhood Council demonstrating that the waiver in question is necessary to support implementation of the Early Childhood Council projects related to the minimum dutes and functions defined in § 7.77.5.