

**NEW MEXICO EARLY LEARNING ADVISORY COUNCIL
(ELAC)**

March 12, 2012
Sheraton Uptown – Albuquerque NM
MEETING MINUTES

An Orientation to Council members took place from 11:00 AM to 1:25 PM. This orientation was to present the early childhood programs that will be working with the ELAC.

- PreK: CYFD – PED by Anne Zuni, PED and Judy Paiz, CYFD
- Home Visiting: Federal – State by Jesse Leinfelder and Soledad Martinez, CYFD
- Infant Mental Health by Soledad Martinez, CYFD
- Head Start Collaboration Office (Head Start/Early Head Start) by Karen Ziegler, CYFD
- IDEA – Section 619 and Part C by Andy Gomm, DOH
- Child Care by Diana Martinez-Gonzalez, CYFD
- Professional Development by Judy Fifield, CYFD

Call to Order

Meeting was called to order by Alejandra Rebolledo Rea, CYFD Office of Child Development Bureau Chief at 1:30 PM.

Determining Quorum

Members Present: Erica Stubbs, Andy Gomm, Peggy Soria, Rebecca Dow, Ruth Kie, Karen Ziegler, Barbara Tedrow, Larry Langley, Polly Anderson, Dan Haggard, Jane Peacock and Lillian Montoya-Rael (by phone). CYFD Secretary Deines joined the meeting as non-voting member since her designee (Dan Haggard) was present. Members Absent (excused): Leighann Lenti had to leave before the meeting was called to order.

Review Agenda

Alejandra informed that the first order of business is to elect a Chair, her role with the Council is to guide and support the Council, however the meeting must be run by Council members. Second will be the Early Learning Advisory Council By-Laws sent to them previously. Next item to discuss was the Opens Meetings Policy. Alejandra explained that the official meeting that started at 1:30 is subject to the Open Meetings Act, the orientation that members received from 11:00 AM to 1:25 is not subject to the Act, however we felt it was necessary to open the orientation to the public so that we could share the information about the programs with the public.

Follow up meetings, in the proposed Council By-Laws is stated that the Council shall meet quarterly, Alejandra added that although everyone is very busy the Council may need to meet a couple of times every other month to catch up, there is still a lot of information that needs to be provided about work that has been done so that we can move forward with strategic planning and decision-making. For example, not next month but the following meet and talk about data and priority service areas.

Approval of Meeting Minutes

Since this is the first official meeting for this body, there were no meeting minutes to approve.

Elections

Council Chair and Vice-Chair

Alejandra referred the members to their binders and informed them about how the contents are divided in functional areas, in there, there is a section on membership. Since the majority of members are present, the Council will move forward to electing their Chair.

Andy Gomm asked if the Council was electing the Chair and the Vice-chair or just the Chair. Alejandra asked the Council about their preference and the Council agreed to have both, Chair and Vice-Chair elected at this meeting.

A clarification was made that only Council members (those at the table) can nominate, run or vote. Secretary Deines and Dan were present so it was clarified that only one vote was to be counted.

Alejandra open the Floor for nominations clarifying that at this time it was for one of the seats suggesting that the Chair gets elected first and then the Vice-Chair.

Nominees:

Barbara Tedrow nominated Larry Langley for Chair Lillian Montoya-Rael seconded the nomination. Karen Zeigler nominated Ruth Kie, however she declined, Karen moved to nominate Erica Stubbs.

Motion to close nominations Barbara Tedrow/Ruth Kie. All in favor motion carried.

The Council elected to vote by ballots. Each nominee had the opportunity to share about themselves, their interest in chairing the Council and what they bring to the table. Lillian who was participating over the phone sent her vote via text message.

The Ballots were counted by Alejandra Rebolledo and Diana Martinez-Gonzalez.

Larry Langley was elected as the NM Early Learning Advisory Council Chair. At this time, having an elected Chair, Alejandra transferred Chair responsibilities including taking over the meeting to Larry Langley.

Larry opened the floor for nominations for Vice-Chair

Peggy Soria nominated Barbara Tedrow. No more nominations were added. Therefore:
Motion to close nominations: Lillian Montoya-Rael/Peggy Soria. All in favor, motion carried.

Discussion: Barbara had an opportunity to talk about herself, her interest to for being the vice-chair and what she brings to the table. Larry elicited from the Council members their vote by acclamation. Members by show of hands voted in favor – count 12 out of 12 voting members present.

Larry stated that we have a great resource to the council on each one of the individuals that presented today and those in the room, and added that the Council will be calling them a lot for to bring in their expertise and knowledge as the Council moves forward.

Andy asked if it will be appropriate for this now operational Council to recommend that the two vacancies be appointed soon. For the work that is coming ahead, having a full and functioning Council will be important. The Council Chair asked Diana Martinez-Gonzalez, Division Director

for CYFD Early Childhood Services about the categories that are still open. Diana indicated that the openings in the Council pertain to the categories of representative of an institution of higher education and one public member with knowledge and experience in early childhood care and education. Applications and Résumés have been submitted to the Governor's Office waiting for approval. Secretary Deines recommend that the Council encourage individuals that may fit in any of the categories to submit their application so that there is a maintained a pool of nominees in the event there is a vacancy.

By-Laws

By Laws were reviewed and discussed, they were sent to members three weeks prior to the meeting. Larry presented the By-Laws as is for action and recommended that the amendments can be made once the By-Laws were approved.

Motion to approve the By-Laws as is with the recommendation that amendments are made afterwards: Lillian Montoya-Rael /Barbara Tedrow. All in favor/ motion carried.

Open for discussion for amendments to the By-Laws:

Larry Langley directed the group to Page 6 Article V Section 2 item V.2.2 ...“tentative” agenda... he indicated based on his experience, agenda items that require action need to be set ahead of time to allow members and other individuals do the necessary research before making a decision at the meeting. Alejandra pointed to the Chair that by changing page 6 Article V Section 2 item V.2.2, there is a need to change Page 7 Article V Section 4 Item V.4.2 and strike “tentative” as well there. Notice goes out 14 days so interested individuals need to send the request to add an item to the agenda least 21 days prior to the meeting through the CYFD staff member. Secretary Deines indicated that she is in support to have action items set in the agenda ahead of time with the understanding that non-action items can change as needed.

Polly Anderson reminded the Council that Article VII of the By-Laws require that: VII-1-2 “Written notice of the substance of the proposed change must be provided to the members of the Council at least two weeks prior to such meeting approve put on agenda for vote and vote in the next meeting”... therefore, amendments addressed at this meeting will be sent to members in writing at least two weeks prior to the next meeting and will be presented for approval to the Council.

Continue with amendments and discussions. Karen stated that on page 5 is stated that the Chair and the Vice Chair shall have staggered terms. Secretary Deines suggested that we could decide to have the Chair for 2 years and the Vice Chair for 2.5 but it would be better if on the next meeting after amendments to the By-Laws have been approved, the Council can vote on the staggering terms.

Andy pointed that the make-up of the Council is lacking parent representation, and it may be necessary then to include them in the subcommittees. There was discussion as the need to have consumer input by the group and an amendment will be made to reflect recommendation that we can encourage parents to participate in subcommittee on page 8 – Article VI section II to add a new item as “VI.2.5”. The Council agreed that we want to hear the voice of parents. Dan asked Andy to write something reflecting this amendment and send it to CYFD staff.

Larry reminder members that the Council's subcommittees and taskforces need to have at least one member from the Council.

Dan asked about Section V items (Pages 7 and 8), regarding participation and absences, including the question on how people can participate by phone, possibly teleconference, web meetings, etc. (Section V item V.3.10). Also related to excused absences on Section V item V-5-1/3, it is necessary to make sure that is clear that members may not send proxy or representative and that two unexcused absences may result in the Council submitting a request to the Governor for removal of that member. For each category, including ex-officio members and Cabinet secretaries, there is an official Designee on record and that changes in Designee must be recorded in the Governor's office. The Council needs to make sure that there is consistency and the recommendation from the Council is that Designees as listed in the official record must attend the meeting or be excused by the Chair. Dan clarified that by law Cabinet Secretaries (or designees) and Ex-officio members are in place by position so they cannot be removed, if there are continuous absences, it may be necessary to discuss the issue with the Cabinet Secretaries or Designees. No Changes needed in this section of the By-Laws.

Andy pointed to page 4 Section IV, item IV-5 - reimbursement for mileage and per diem. If we have parents in the Council or members that may not be supported by their agencies it may be difficult for them to participate particularly on retreats and events. Larry agreed and stated that with the cost for gasoline it will become harder particularly for the members that come from far. Larry added that he can assist find funding to support the Council's retreat for strategic plan and finding sponsor. Secretary Deines recommended the Council members to find proper wording to assist the Council specifically out of area travel to fulfill the business of the council. We all can commit to find sponsorship to other.

Karen had a question on item VI-3-1 (page 9) stating that the Executive Committee must consist of Chair, Vice-Chair and one Council appointed member, is it an addition, the Office of Child Development Bureau Chief will serve as ex-officio member (she pointed out that the Bureau Chief's title needed to be corrected from Director). Alejandra clarified that in addition to the Chair, Vice-Chair and appointed member by the Council, the Bureau Chief will be part of the committee to provide the necessary guidance and support. Members will send their agenda items to the Bureau Chief at least 21 days prior to the meeting so that the Executive Committee can meet and set the agenda. Agenda will go out at least 14 days prior to the scheduled meeting day.

These amendments will be sent to members and action will be taken in our next meeting.

Open Meetings Policy

Alejandra indicated that the Open Meetings Policy can be found on page 10 of the By-Laws. She pointed at the materials in their binder and the Open Meetings Act can be found. In there, there is information about the process in which we have to conduct Council meetings, including notification and public participation. Larry explained that Open Meetings Act specifies that the Council is the only one that talks and a member can bring an expert in the topic. Larry suggested that for public comment, a person can sign in at the beginning of the meeting so that they can address the Council with their input or concern during the public comment section. He added that this will provide great feedback and an opportunity to get great information from the experts in the field. The Council agreed that there had to be a limit of participants and could be that the first 10 to 15 individuals can present their information in a topic related to the agenda for about 10 minutes. Andy also added that if necessary Council members can bring an expert come to the table help support and give expert advice during a discussion or the Chair can recognize someone in the audience that may have additional information needed for a discussion. It was decided by the Council to have public input towards the end of the meeting.

Alejandra reminded the Council members that the Head Start Act stipulates that public hearings must be held annually. Larry indicated that the Council will check with legal counsel if necessary to get clarification. Alejandra reminded that this is also incorporated in the By-Laws. This item will be acted on the next meeting as well.

Schedule for following meetings

Larry asked members if at this point it was possible to schedule meetings for the whole year, Council members indicated that they would need to go back to their offices and check for availability before they can make such commitment. Larry asked members to bring their calendars for the following meeting so that the annual schedule can be set. The next meeting would need to take place in May, the Council members decided to set the date for May 21, 2012 from 10:00AM to 3:00PM, location to be announced.

Executive Committee

Dan Haggard nominated Erica Stubbs to be the Executive Committee member appointed by the Council, Rebecca Dow seconded the nomination. Larry asked if there were no other nominees can move to close nominations. Motion to close nominations Rebecca Dow/ Barbara Tedrow All in favor, motion carried.

Close meeting

Larry indicated that if there is no other order of business the meeting needs to be closed. Motion to close the meeting Polly Anderson/Rebecca Dow All in favor, motion carried.