

**ROLES AND RESPONSIBILITIES OF THE GOVERNING BODY
AND PROCEDURES DESCRIBING HOW
THE COMMISSIONERS' COURT AND THE POLICY COUNCIL WILL
IMPLEMENT SHARED DECISION-MAKING**

Pursuant to 45 CFR 1301.2(b)

**HONORABLE WEBB COUNTY COMMISSIONERS' COURT AND
HEAD START POLICY COUNCIL**

INTRODUCTION

Webb County, acting through its Commissioners' Court, which serves as the Governing Body for the Head Start Program, has established, approved and implemented written procedures describing the roles and responsibilities of the Governing Body for governance and management and procedures describing how the Governing Body and the Policy Council will implement shared decision-making pursuant to the rules and regulations promulgated under 45 CFR 1301.2(b), as authorized by 42 U.S.C. 9801, *et seq.*, in order to continue to ensure that Head Start is a high quality program for children and families that are served.

WEBB COUNTY JUDGE / DATE

POLICY COUNCIL CHAIR / DATE

**ROLES AND RESPONSIBILITIES OF THE GOVERNING BODY
AND PROCEDURES FOR SHARED DECISION-MAKING BETWEEN
THE GOVERNING BODY AND THE POLICY COUNCIL**

KEY DEFINITIONS AS USED IN CHART

A = General Responsibilities: The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.

B = Operating Responsibilities: The individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and oversight from the group holding general responsibility.

C = Must Approve or Disapprove: The group that may be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing groups.

FUNCTION	GRANTEE AGENCY		Grantee MANAGEMENT STAFF
	Governing Body	Policy Council	Head Start Program Director
I. Planning			
Procedure for program planning 45 CFR 1302.101 (a-b)	A & C	C	B
The program's philosophy and long- and short-range program goals and objectives 45 CFR 1302.100 and 45 CFR 1302.102 (a) (1-4)	A & C	C	B
Criteria for defining recruitment, selection and enrollment priorities 45 CFR part 1302.13 45 CFR part 1302.14 and 45 CFR 1302.15(a-f)	A	C	B
All funding applications and amendments to funding applications for Head Start, including administration services, prior to the admission of such applications to HHS. 45 CFR 642 (c)(2)(D)(iii)[42U.S.C. 9837]of the Head Start Act	A & C	C	B
Policy Council, Policy Committee, and Parent Committee reimbursement, Grantee agency must enable low-income			

members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members. 45 CFR 1301.3(e)	A	C	B
The annual self-assessment of the grantee agency's progress in carrying out the programmatic and fiscal intent of its grant application, concluding planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review. 45 CFR 642 (d)(2)(A-I)[42U.S.C. 9837]of the Head Start Act	A	C	B
II. General Procedures	Governing Body	Policy Council	Head Start Director
The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen. 45 CFR 1301.3(a-d)	A & C	C	B
Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program. 45 CFR 1301.2(b)(1-2)	A & C	-----	-----
Procedures describing how the governing body and the appropriate policy group will implement shared decision-making. 45 CFR 642 (d) (2)(A-I) [42U.S.C. 9837]of the Head Start Act	A & C	C	<u>*B</u>
Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group. 45 CFR 1301.6(a-c)	A & C	C	<u>*B</u>
Establish and maintain procedures for hearing and working with the grantee or			

delegate agency to resolve community complaints about the program. Local Policy	B	B	<u>*A</u>
Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds. 45 CFR 642 (c)(1)(E)(i) [42U.S.C. 9837]of the Head Start Act	A	-----	<u>*B</u>
The annual independent audit that must be conducted in accordance with 45 CFR 1303.3 [45 CFR part 75]and 45 CFR 647 (a-c) [42U.S.C. 9842]of the Head Start Act	A	-----	-----
III. Human Resources Management	Governing Body	Policy Council	Head Start Director
Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers. 45 CFR 1302.90(a)(c)(1-2)	A & C	C	<u>*B</u>
Decisions to hire or terminate the Head Start Director of the grantee agency. 45 CFR 642 (c)(1)(E)(IX) [42U.S.C. 9837]of the Head Start Act	A & C	C	-----
Decisions to hire or terminate any person who works primarily for the Head Start program of the grantee agency. 45 CFR 642 (c)(1)(E)(iv)(V)(cc) [42U.S.C. 9837] of the Head Start Act	A	C	B

*The responsibilities that are underlined have been determined locally by the governing body.