

RESOLUTION 71-7

A JOINT RESOLUTION OF NADEC  
PROVIDING FOR THE ESTABLISHMENT AND CREATION OF  
THE NORTHERN ARIZONA CHILD DEVELOPMENT ADMINISTERING BOARD

WHEREAS the Northern Arizona Development Council (NADEC) is now contracting with the Department of Health, Education and Welfare to provide a comprehensive range of Headstart and Child Development programs and services on behalf of the disadvantaged who reside in the NADEC counties; and

WHEREAS the Department of Health, Education and Welfare has recognized NADEC as the prime sponsor for a comprehensive range of Headstart and Child Development programs and services; and

WHEREAS past experience has demonstrated the desirability of establishing a separate board to administer Headstart programs and other Child Development services of NADEC; and

NOW THEREFORE the affiliated NADEC counties, hereinafter referred to as the Governing Board, resolve:

1. There is hereby created a constituent entity of NADEC to be known as the Northern Arizona Child Development Administering Board (hereinafter referred to as NACD Administering Board). The prime reason for the creation of the NACD Administering Board is to bring into existence an organizational entity which is capable of providing those disadvantaged persons who live in the NADEC counties with a comprehensive range of Headstart, Day Care, and Child Development services.

2. The Northern Arizona Child Development Program shall be directed by an Administering Board comprised of twenty-one (21) members operating with delegated authority hereinafter provided.

3. The composition of the NACD Administering Board shall be as follows:

Sector "A" - Members of the County Parent Policy Advisory Committee

Twelve seats shall be reserved for the members of County Parent Policy Advisory Committees currently representing operating Headstart Centers who have been appointed to their posts by local County Parent Groups.

Sector "B" - Community Action Agency Representatives

Four seats shall be reserved for representatives from the Community Action Programs of the collaborating counties. Appointees of Community Action Agencies shall be poor or bonafide representatives of the poor, as defined by applicable OEO Directives.

Sector "C" - At Large Representation

Five seats shall be reserved for at large representation to provide for representation of a broader range of citizen and agency interest. These appointments will be made by the Executive Committee of the Governing Board of Northern Arizona Development Council (NADEC).

It is the intent of the above that the NACD Administering Board shall be comprised of twenty-one members and twenty-one alternates. The size of the Board may be enlarged, upon recommendation of the NACD Administering Board and approval by the Governing Board.

a. The members of the NACD Administering Board shall be U. S. Citizens and residents of the county which they represent.

b. Alternates shall only be empowered to vote in the absence of the principal. However, all alternates who may be in attendance at any meeting of the NACD Administering Board shall be accorded a special opportunity to be heard. The same recognition and/or deference shall be

accorded to the Chairman of any county parent policy advisory council functioning in each of the collaborating counties.

c. Officers of the NACD Administering Board shall consist of a Chairman and a Vice Chairman. The Chairman and the Vice Chairman shall be selected by the NACD Administering Board and shall serve for a term of one year. The office of Chairman shall not be held by a member for more than two successive terms. The office of Chairman and Vice-Chairman shall not be held by delegates from the same county. An annual election of officers shall be held during the first organizational meeting and annually thereafter.

d. Members of the Board shall serve without compensation except for the reimbursement of out-of-pocket expenses relating to travel required by their services.

e. Three consecutive unexcused absences of a member shall constitute a resignation of that member from the NACD Administering Board.

NOW THEREFORE BE IT FURTHER RESOLVED that the Governing Board of MADEC hereby delegates to the NACD Administering Board the following specific and implied powers for the administration of Headstart, Day Care and child development programs:

a. Conception, planning and preparation of policies, programs and projects, including priorities, subject to ratification by the Governing Board.

b. Preparation and budgeting of all programs, including financial criteria, plans, conduct and administration. The foregoing budgeting and fiscal matters shall be subject to ratification by the Governing Board.

c. The members of the NACD Administering Board may establish or adopt such rules for the proper operation of said Board as they deem expedient, which shall not be inconsistent with the laws of the State or pertinent resolutions of NADEC. Said rules shall be subject to ratification by the NADEC Governing Board.

d. Supervision of the administration of all Headstart, Day Care and child development policies and standards and of all programs, administrative policies and rules adopted by the NACD Administering Board. The Executive Director is the official point of contact between the NACD Administering Board for all operations of the NADEC Headstart, Day Care staff and programs. In line with this responsibility, he has the authority, within the framework of the policy guidelines formulated by the NACD Administering Board, to make all day-to-day operational decision for these programs.

In line with the above, the Executive Director is hereby empowered and directed to develop a Manual of Policy and Procedure for the administration of Manpower programs. That Policy and Procedure directive which provides for the establishment of said Manual of Policy and Procedure shall outline general guidelines for review and approval by the NACD Administering Board and the Governing Board.

It will be the responsibility of the Executive Director of NADEC to provide the NACD Administering Board with semiannual appraisals of program achievements. Such appraisals shall be developed in collaboration with the County Parent Policy Advisory Council.

NOW THEREFORE BE IT FURTHER RESOLVED as follows:

1. The following powers and functions relating to the administration of Headstart, Day Care programs shall be reserved to the Governing Board of NADEC:

a. Ratification of program policy and budgets. This shall include reservation of final authority relating to personnel allocations and office locations.

b. Formulation of fiscal policy.

c. Ratification of personnel policy and procedures.

d. Ratification of appointments.

e. NADEC shall be the grantee for all funding for NACD administered projects.

f. NADEC will assume responsibility for accounting for "Matching Contributions" required by each funding agreement.

g. NADEC will make disbursements in accordance with the specific provisions to be incorporated in each grant agreement.

Clarification of terms and intent of this paragraph - Where ratification is called for in this paragraph, it is the intent that said ratification will normally be achieved by separate submissions to the Boards of Supervisors of each of the collaborating counties at their regularly scheduled meetings which are held on the first Monday of each month.<sup>1</sup>

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<sup>1</sup> Where a "public hearing" would seem to have value, a quorum of the Governing Board shall be assembled to consider the "petition for ratification" at the request of the NACD Administering Board.

When the prerogative to ratify has been reserved to the Governing Board, the intent of the ratification process shall be to reserve to the Governing Board the right to review and confirm the reasonableness of any action which has been made subject to ratification. In exercising the prerogative to ratify, the Governing Board hereby declares that said Board will refrain from substituting its judgment for the judgment of the NACD Administering Board. When ratification is withheld by the Governing Board, the matter which is subject to dispute will be returned to the NACD Administering Board with a written statement which outlines in detail why the Governing Board has rejected the requested ratification. The NACD Administering Board shall then enjoy the option of making a new submission. When and if the NACD Administering Board shall make two or more submissions of the same contested matter without achieving ratification of the Governing Board, the funding agency shall be asked to enter the dispute for the purpose of facilitating resolution of the disputed issued.

NOW BE IT FURTHER RESOLVED that this document shall be reviewed at least annually by the concerned parties.

RECORD OF RATIFICATION:

Ratified by Apache County on \_\_\_\_\_

Ratified by Coconino County on \_\_\_\_\_

Ratified by Navajo County on Dec 6, 1971 May E. Taylor Chairman

Ratified by Yavapai County on \_\_\_\_\_