

**SEDGWICK COUNTY EARLY CHILDHOOD COORDINATING COUNCIL
(SCECCC)**

**Steering Committee Guidelines
for
Connecting Point and Sponsoring Agency**

The Sedgwick County Early Childhood Coordinating Council (SCECCC) Steering Committee will establish goals, activities and timelines to be implemented by the Coordinator of Connecting Point. The Council will review the goals and activities outlined by the Steering Committee and provide input into the effective implementation of Connecting Point through strategic planning. The following guidelines are to be used to clarify the roles and responsibilities of the sponsoring agency, the Coordinator of Connecting Point and the members of the SCECCC Steering Committee.

Sponsoring Agency (Rainbows United, Inc.)

- The lead agency will have a working knowledge of young children at risk for developmental delays and/or disabilities and their families.
- The sponsoring agency is to refer to and accept the direction of the SCECCC Steering Committee for Connecting Point and SCECCC objectives relating to pre-birth-8 year old children at risk for developmental delays and/or disabilities and their families.
- Connecting Point will be housed with a lead agency invested in working with young children who are at risk for developmental delays and/or disabilities and their families.
- A designated representative of the lead agency will be a member of the SCECCC Steering Committee and will represent one voice on the committee.

Employment for Connecting Point

- The Connecting Point Coordinator will interview candidates for Connecting Point staff jointly with the lead agency.
- The Steering Committee, along with the sponsoring agency, will recommend a candidate as Coordinator for Connecting Point. The sponsoring agency has final approval.
- The Coordinator and project staff will follow the policies and procedures outlined by the sponsoring agency.

SCECCC Steering Committee and Sponsoring Agency

- The Steering Committee, lead agency and Connecting Point Coordinator will update the job description, as needed, which reflects the responsibilities and expectations of the Coordinator for Connecting Point.
- The Steering Committee and sponsoring agency will set priorities for the Coordinator in developing and expanding Connecting Point and projects of the SCECCC.

S.C. Guidelines cont.

- SCECCC projects and timelines for the staff of Connecting Point will be established by the Steering Committee and implemented by the staff. The job description for Connecting Point staff will be updated as needed by Connecting Point Coordinator, project staff and sponsoring agency.
- If disciplinary actions are warranted, the policies and procedures of the lead agency will be followed. The lead agency will keep the SCECCC chair & vice chair apprised of such disciplinary actions.

Supervision

- The lead agency, as the representative of the funding source, is responsible for Connecting Point and the day-to-day supervision of the Coordinator as outlined in this document.
- Upon employment as Coordinator for Connecting Point, a performance review will be conducted after 90 days of employment by the sponsoring agency and the Steering Committee. Annual performance evaluations will be conducted individually by both the sponsoring agency and the Steering Committee. The performance evaluations will be reviewed by the supervisor of the sponsoring agency. Connecting Point staff will not be present during the performance evaluation discussion of the Coordinator.
- Should a grievance occur, the Coordinator should follow the grievance policy of sponsoring agency. If the Coordinator does not feel that his/her grievances have been dealt with satisfactorily, then the Coordinator may go to the Steering Committee for guidance. (A copy of the Grievance Policy is on file with Connecting Point.)
- A formal process for dismissal, which includes appropriate written documentation of concerns and actions taken by the Coordinator, the Steering Committee and the sponsoring agency, will be presented to the Steering Committee prior to formal action being taken.
- The staff for Connecting Point will be under the direct supervision of the Coordinator of Connecting Point. The staff will be employees of the sponsoring agency and follow their policies and procedures.

Responsibilities of Connecting Point Coordinator

- The Coordinator is to spend the majority of his/her time on issues related to services for children pre-birth -8 years old, particularly those at risk for delays and/or disabilities and their families as outlined and directed by the Steering Committee.
- The Coordinator will be responsible for monitoring and implementing activities outlined by the Steering Committee.
- The Connecting Point Coordinator serves as a community representative for the full council.

S.C. Guidelines cont.

- The Connecting Point Coordinator will review and approve requests from families for assistance in paying fees to attend conferences. The maximum amount a family can receive is \$100.00 in a calendar year. The Coordinator will present requests to the Steering Committee and schedule families to present conference information to full council as well as invite family to join full council membership.

Budget and Accountability of Connecting Point

- Connecting Point currently has funds through multiple funding sources.
- The SCECCC Steering Committee will be presented the budget and expense report quarterly by the lead agency.
- The Steering Committee will oversee allocations of funds within the Connecting Point budget, as is appropriate for operating current projects and activities. Connecting Point will follow goals outlined in grants as they structure the budget.