

**CHAPTER 20**

**PUBLIC WELFARE**

**Sub-Chapter A -- In General**

**Sub-Chapter B -- Head Start Program**

**Sub-Chapter A**

**In General**

**SECTION 20:1. DESIGNATION OF COMMUNITY ACTION AGENCY**

A. The Lafourche Community Action Program, Incorporated, is hereby designated as the community action agency in Lafourche Parish, Louisiana.  
(Res. of 10/9/68)

B. The Lafourche Parish President, the Parish Administrator and the Director of the Department of Community Services have the authority to supervise, manage and when necessary direct the Community Action Agency and its Executive Director.  
(Ord. No. 3480, 9/28/04)

**SECTIONS 20:2 - 20:99. RESERVED**

**[RESERVED]**

## **Sub-Chapter B**

### **Parish Head Start Program**

#### **SECTION 20:100. PARISH HEAD START PROGRAM, FUNDING**

The United States Department of Health and Human Services will provide the federal funding necessary to operate the Lafourche Parish Head Start Program. (Ord. No. 2100, 4/14/93)

#### **SECTION 20:101. PARISH HEAD START PROGRAM, POLICY COUNCIL, PURPOSE**

The purpose of the Lafourche Parish Head Start Policy Council is to implement the Head Start Program within the Parishes of Lafourche and Terrebonne in the State of Louisiana. The Policy Council shall be responsible for setting policy for the Head Start Program and will serve as a decision-making board. The Policy Council was created to make the Head Start Program more responsive to the families it serves by mandating that the membership be comprised of a majority of parents with children in the Head Start Program. The Policy Council will follow the program guidelines regarding their responsibilities which are outlined in The Policy Manual - The Parents, also known as 70.2 and I-30-2 The Parents. (Ord. No. 2100, 4/14/93)

#### **SECTION 20:102. PARISH HEAD START PROGRAM, POLICY COUNCIL, FUNCTION**

A. The functions of the Lafourche Parish Head Start Policy Council, in accordance with the Department of Health and Human Services (DHHS)/Office of Human Development Services (HDS) regulations, are as follows:

1. Serve as a link between public and private organizations, policy committees, neighborhood councils, the Lafourche Parish Council and the community it serves;
2. Initiate suggestions and ideas for program improvements and receive periodic reports on action taken by the administering agency with regards to its recommendations;
3. Plan, coordinate, and organize agency-wide activities for Head Start parents with the assistance of the staff;
4. Administer the Parent Activity Fund;
5. Recruit volunteer services from parents, community residents and community organizations;
6. Mobilize community resources to meet identified needs;
7. Communicate with all parents and encourage their full participation in the Head Start Program;
8. Approve the goals for Head Start within the agency as proposed by the Lafourche Parish Council; and develop ways to meet these goals within DHHS/DHS guidelines;
9. Approve the services provided to Head Start from the Lafourche Parish Council;

**§ 20:102**

10. Establish a method of hearing and resolving community complaints about the Head Start Program;
11. Be consulted to ensure that standards for acquiring the space, equipment and supplies are met;
12. Be consulted in the directions of the Head Start staff;
13. Approve or disapprove the Head Start Personnel Policies;
14. Concur with the hiring and/or firing of the Head Start Director;
15. Concur with the hiring and/or firing of the Head Start Staff, with priority for the hiring of qualified Head Start parents;
16. Approve and disapprove the request for funds and proposed work programs (the grant package) prior to sending it to DHHS with sufficient time to study the grant package and ask questions of Head Start and the Lafourche Parish Council staff;
17. Approve or disapprove major changes in the Head Start operating budget and work program while the program is in operation;
18. Approve or disapprove information prepared for pre-review for DHHS; and
19. Conduct a self-evaluation of the Head Start Program.

(Ord. No. 2100, 4/14/93)

**SECTION 20:103. PARISH HEAD START PROGRAM, POLICY COUNCIL MEMBERSHIP**

A. *Composition.* The Policy Council shall consist of no more than twenty-seven (27) members, with at least fifty-one percent (51%) of the membership comprised of parents of children currently enrolled in the Head Start Program in accordance with DHHS/HDS guidelines.

B. *Membership.* Membership on this Policy Council shall consist of three (3) categories: parent representatives, community representatives and one (1) member of the Lafourche Parish Council.

1. The parent members elected must have a child currently enrolled in the Lafourche Parish Head Start Program.
2. All community representatives must be approved by the parent members of the Policy Council before they can be seated. Community representatives shall represent major agencies of the communities and parishes served by the Head Start Program.
3. One (1) member of the Lafourche Parish Council.

(Ord. No. 2100, 4/14/93)

**SECTION 20:104. PARISH HEAD START PROGRAM, POLICY COUNCIL, TERMS OF MEMBERSHIP**

Policy Council members shall serve for a term of one (1) year. No member shall serve on the Policy Council for more than three (3) years total (consecutive and non-consecutive). (Ord. No. 2100, 4/14/93)

**SECTION 20:105. PARISH HEAD START PROGRAM, POLICY COUNCIL, VOTING RIGHTS**

Each member of the Policy Council shall have one (1) vote. There shall be no proxy voting by, or for, any member. (Ord. No. 2100, 4/14/93)

**SECTION 20:106. PARISH HEAD START PROGRAM, POLICY COUNCIL, TERMINATION OF MEMBERS**

A member of the Policy Council can be terminated by a two-thirds vote of the Policy Council if he/she is absent from three (3) consecutive meetings without having submitted a legitimate excuse in writing to the Policy Council Chairman (or in his/her absence the Vice-Chairman) prior to the meeting. (Ord. No. 2100, 4/14/93)

**SECTION 20:107. PARISH HEAD START PROGRAM, POLICY COUNCIL, RESIGNATION OF MEMBERS**

A member shall give a written statement of reasons before resigning. (Ord. No. 2100, 4/14/93)

**SECTION 20:108. PARISH HEAD START PROGRAM, POLICY COUNCIL, VACANCIES**

A center shall elect, within thirty (30) days, a new parent member to the Policy Council whenever there is a vacancy on the Policy Council occurring at the center. If a vacancy occurs from a community representative, the part members must approve any replacement. (Ord. No. 2100, 4/14/93)

**SECTION 20:109. PARISH HEAD START PROGRAM, POLICY COUNCIL, DUTIES OF MEMBERS**

All members of the Policy Council should attend meetings regularly; arrive on time for all Policy Council and Committee meetings; actively participate in meetings by reading the agenda prior to the meetings and discussing matters to be considered with other parents in the center(s) he/she represents; keep informed of the Policy Council's purpose, plans and progress; report back to the parents in the center(s) he represents on any action taken by the Policy Council; consider all information and arguments before voting; remember the parents he represents; debate the issues, not persons; and accept and support any final decisions of the majority of the Policy Council. (Ord. No. 2100, 4/14/93)

**§ 20:110**

**SECTION 20:110. PARISH HEAD START PROGRAM, POLICY COUNCIL, OFFICERS**

A. *Elections.* Once the full Policy Council has been seated, the membership shall elect a chairman, vice-chairman, secretary and treasurer.

B. *Terms.* The elected officers shall serve a term of one (1) year.

C. *Removal.* Any officer of the Policy Council who fails to perform his/her duties as outlined, can be removed by a two-thirds vote of the Policy Council.

D. *Chairman.* The chairman shall preside at all meetings; call meetings to order and formally close them; note whether a quorum is present and voice declarations of same; prepare an agenda for each regular meeting; call special meetings; appoint chairmen to all committees; and may vote to break a tie.

E. *Vice-Chairman.* The vice-chairman shall preside in the absence of the chairman or whenever the chairman temporarily vacates the chair. In case of resignation or death of the chairman, the vice-chairman shall assume the office of chairman until a permanent chairman is elected.

F. *Secretary.* The secretary shall record the minutes of every Policy Council meeting; keep a copy of the By-Laws, standing rules, list of members, list of unfinished business and copy of the agenda; mail copies of the minutes to each Policy Council member in advance of the meeting; see that a record of minutes is kept on file in the Head Start Office; and receive and handle all mail addressed to the Policy Council.

G. *Treasurer.* The Treasurer shall keep an accurate record of the Policy Council's checking account as to all money received and/or spent; sign all checks; and make regular reports to the Policy Council of all expenditures relating to the administration of the Parent Activity Fund and any other fund or monies received or disbursed. (Ord. No. 2100, 4/14/93)

**SECTION 20:111. PARISH HEAD START PROGRAM, POLICY COUNCIL, COMMITTEES**

A. *Standing Committees.* The Policy Council shall appoint standing committees to properly conduct its business, including but not limited to the following: Executive Committee; Personnel Committee; Grievance Committee; and Finance Committee.

B. *Executive Committee.* The Executive Committee shall be composed of the officers of the Policy Council.

C. *Grievance Committee.* The Grievance Committee shall hear grievances from the community, and from parents who have followed the grievance procedures at the center level, about the Head Start Program. The Grievance Committee will make recommendations to the Policy Council to resolve these complaints. This committee may also hear grievances of the Personnel Committee or the Lafourche Parish Council.

D. *Personnel Committee.* The Personnel Committee will make recommendations to the Policy Council regarding the hiring and firing of Head Start personnel.

E. *Finance Committee.* The Finance Committee will prepare the budget for the Parent Activity Fund for approval of the Policy Council before being submitted to the regional HDS and recommend to the Policy Council how to administer the Parent Activity program. The Finance Committee will also approve expenditures by the Treasurer.

F. *Special Committees.* Special committees may be appointed by the chairman or selected by the Policy Council as the need arises.

(Ord. No. 2100, 4/14/93)

**SECTION 20:112. PARISH HEAD START PROGRAM, POLICY COUNCIL, MEETINGS**

A. *Regular Meetings.* Regular meetings of the Policy Council will be held monthly on the second Monday of the month. Regular meetings may also be rescheduled by the Chairman. The meeting place will be determined by the Chairman.

B. *Special Meetings.* There will be a special meeting of this Policy Council only when the Council sees a need, and all special meeting shall be called by the Chairman at least forty-eight (48) hours in advance.

C. *Notice of Meetings.* Written notices shall be mailed to each member of the Policy Council by the chairman at least five (5) days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed.

D. *Quorum.* A quorum shall consist of seven (7) members of the Policy Council.

(Ord. No. 2100, 4/14/93)

**SECTION 20:113. PARISH HEAD START PROGRAM, POLICY COUNCIL, AMENDMENTS**

These By-Laws may be amended by sending a copy of the proposed amendment to each Policy Council member at least one (1) week before the meeting. The Policy Council may debate an amendment before the adoption. Amendments must be approved by a two-thirds vote of the Policy Council. These By-Laws, in entirety, were adopted by the Policy Council on August 19, 1991. (Ord. No. 2100, 4/14/93)

**[RESERVED]**