

Oregon Child Care Resource & Referral System Advisory Committee Charter

1. Overview

The name of the committee is the Child Care Resource & Referral Advisory Committee.

- The Chair is an elected member that serves a 2 year, renewable appointment
- Subcommittees may be appointed by the Chair of the CCR&R Advisory Committee
- The committee advises the Child Care Division

2. Authority

The Child Care Resource and Referral Advisory Committee (CCR&R Advisory Committee) is statutorily authorized under ORS 657A.180.

3. Historical Information

The CCR&R Advisory Committee was created in compliance with 657A.190 in 1994 as a committee of the Child Care Division. Its role included facilitating communication between CCD and the CCR&R's, providing oversight for administering the CCR&R program and advising the Child Care Division on program development and distribution of funds to CCR&R programs across Oregon. Later, in 2001, the advisory committee was moved to become a committee of the Oregon Commission for Child Care (OCCC) to strengthen the involvement of the OCCC in statewide child care resource and referral system issues. In March of 2012, HB 4165 abolished the Oregon Commission for Child Care and directed the Child Care Division to again convene the CCR&R Advisory Committee.

4. Purpose

- Advise the Child Care Division who will report to the Child Care and Early Learning Workgroup on the development and administration of Child Care Resource and Referral system design, policies and practices
- Advise the Child Care Division, other state agencies, and partners on the development of priorities for the CCR&R system. These priorities may be used as guidance for CCR&R services
- Upon request, provide input to the Child Care Division for reporting to the Early Learning Council
- Provide input to the Child Care Division in establishing criteria for proposals, preparing requests for proposal, receiving proposals and awarding grants for the establishment of resource and referral programs. ORS 657A.180
- Stimulate strategic thinking based on Oregon's evolving vision for the CCR&R system

- Advise Child Care Division on regional trends
- Work to ensure the CCR&R system represents the cultural/linguistic diversity of the state
- Establish bi-lateral communication to better connect with local CCR&R Advisory meetings

5. Membership

The CCR&R Advisory Committee includes:

Standing Membership:

- CCD Administrator or member designee
- One representative or designee from the contracted Child Care Resource and Referral Coordinating Network (OCCRRN)
- One representative or designee from the Department of Human Services (DHS)
- One representative or designee from the contracted professional development system (PSU-OCCD)
- One representative or designee from the contracted QRIS operational entity (WOU)
- One representative or designee from a community organization or entity engaged with public referrals (parent referral)
- One representative or designee from the contracted Inclusive Child Care entity (ICCP)

Termed Membership:

- One member or designee of the Child Care and Early Learning Workgroup appointed by the Workgroup Chair (connection to the early learning system, 2 year appointment-renewable)
- One representative or designee from the OCCRRN Board (2 year appointment-renewable)
- Two local CCR&R representatives or designee (one urban, one rural) appointed by the CCR&R Director's Coalition (2 year, renewable-stagger terms)

6. Meetings

- Meetings are held quarterly, or as determined via majority vote in a quorum meeting. Committee members may be present and participate by phone or in person. When unable to attend, members are asked to notify staff in advance. The committee is staffed by the Child Care Division
- Advisory decisions will be made by a majority vote of present members and requires a quorum consisting of at least half of the current members. Questions or dissent will be noted in meeting records
- Recommendations made by CCR&R Advisory committee will be forwarded to the Child Care Division for discussion and appropriate action and may be included in the 6-month update reports given to the Early Learning Council
- Meeting agendas are constructed with input from Advisory Chair and Child Care Division Administrator