



# DRAFT CHARTER



September  
2022

# Provider Advisory Group Charter

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## WHAT IS A CHARTER?

A Charter is document that helps to guide group meetings, by providing details on the group's purpose, vision, agreements, structure, and rules to support the body (group, committee, etc.) in governing itself.

The Charter also serves as a guide to help orient members to the group's structure and processes.

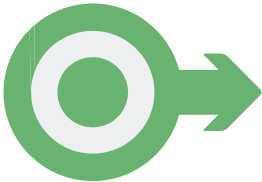


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## VISION

The Provider Advisory Group (PAG) is a diverse and inclusive body that will work together to achieve equity, equality, professional recognition, capacity building, and well-being for home-based childcare providers.

The vision for the group is for all members to find common ground and move together with a sense of urgency toward common goals that includes engagement with key decision-makers.



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## Purpose and Role

The purpose of the PAG is to provide input, suggestions, and recommendations to First 5 LA on relevant data and policy areas that impact home-based childcare providers.

The group's role is to:

Co-design the structure for the Provider Advisory Group.

Interpret the information from the analysis and provide best thinking and suggestions to help develop a county-wide home-based childcare strategy.

Help to orient and engage new members in the PAG.



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## VALUES

The PAG will work together to improve the lives of home-based childcare providers and the children in their care. The group is guided by the following set of values:

1. Empowerment
2. Boldness
3. Patience
4. Open-mindedness
5. Authentic Leadership

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## HISTORY

In May 2022, First 5 LA's Early Care and Education (ECE) Team launched its first Provider Advisory Group. The PAG is envisioned as a council of 10 home-based childcare providers who will share their experience and perspective with the First 5 LA team on emerging initiatives.

First 5 LA values provider voices and the contributions home-based childcare providers make to Los Angeles County's children and families and believe the provider experience should be centered in its work.

First 5 LA, in partnership with others, strengthens families, communities, and systems of services so all children in L.A. County enter kindergarten ready to succeed in school and life. The Early Care and Education Team is committed to a more concentrated effort to uplift the lived experiences of home-based childcare providers within its strategies as it learns more about the barriers and strengths that exist within the home-based childcare landscape.



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## MEETING AGREEMENTS

All PAG meetings and activities will be implemented with respect for human dignity, cultural appropriateness, and with a focus on building relationships to achieve the group's purpose and goals. Below are the agreements that guide members as they participate in meetings:

- One person speaks at a time
- Listen closely and with curiosity
- Keep your video on, if possible
- Be creative and have fun!
- Don't jump to conclusions – ask for clarification.
- Transparency about what information is being used for
- Trust and knowing this is a safe place to share your thoughts.
- Respect
- Finish your sentence not your paragraph

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## STRUCTURE AND OPERATIONS

The PAG's structure consists of the following:

- An inclusive and diverse group of 6-10 home-based childcare representative of Los Angeles County.
- Monthly 2-hour meetings.
- Workgroups as necessary.



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## DEFINITION OF MEMBERS

- Must be a home-based provider in LA County with at least 3 years of experience working in the subsidized system.
- Able to commit to approximately 4 hours a month to attend group convenings and complete pre-reading activities. (Meeting times will be determined based on the availability of the group.)
- Open to the possibility of serving a multi-year term.
- Must have access to reliable internet connection and be comfortable navigating Zoom video platform and other basic technology.
- Must have some interest in early care and education county systems.
- Preference for providers serving within First 5 LA's Best Start Geographies.
- There is no language requirement – meetings will be conducted primarily in English, but interpretation and translation services will be available.

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## HONORARIUMS

- Members receive a monthly honorarium, based on regular attendance, to help cover time spent in the Provider Advisory Group meetings, childcare center coverage during meetings, and more.



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## COMMITTEES

Committees are formed based upon the needs of the PAG.

- Membership for the Committees will be identified as needed.
- Committees will integrate existing PAG members.
- Each Committee will develop its own work plan, track attendance, and have facilitation and note-taking support.
- All Committees will report back to the larger group.
- All Committees will be led by a Chair and Co-chair member.
- Each Committee will nominate (themselves or others) to be Chair and Co-Chair.
- Committee members will vote for the Chair/Co-Chair within their own committee.
- Chair and Co-Chair terms will be determined based upon the committee's work plan and timeline.

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## GOVERNANCE

## ROLES AND RESPONSIBILITIES

The following roles have been identified and will help the PAG build capacity as they assume these responsibilities.

### A. Positions within the Partnership:

- i. **Co-chairs** – As needed, PAG members may serve as workgroup co-chairs.
- ii. **Co-design** – PAG members may participate in co-design meetings with First 5 LA staff and group facilitator.



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## DECISION-MAKING PROCESS

The PAG will not have a decision-making role. All final decisions will be made by First 5 LA.

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## ATTENDANCE REQUIREMENTS

PAG members are expected to attend all meetings but may miss two meetings with advance notice. In the case of an emergency, special consideration will be given by First 5 LA leadership.

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## MEMBERSHIP TERMS

PAG members will serve up to a three-year term. Terms may be modified at First 5 LA's discretion and/or as appropriate or necessary.

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## ACKNOWLEDGEMENTS

This Charter was developed in partnership with the PAG's founding members, which include:

Justine Flores  
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## CONTACTS AND RESOURCES

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