

# Tribal Advisory Committee Charter

*A collaboration between the Early Learning Division and Oregon's Nine Tribal Nations*

## Statement of Purpose

The Tribal Advisory Committee for the Tribal Early Learning Hub (from now on referred to as "Committee") was created to advise the Early Learning Division (ELD) on the early care and education efforts and opportunities for American Indian and Alaska Natives (AI/AN) within the nine (9) federally recognized tribal nations of Oregon. The Committee has the following priorities:

- Establish a Tribal Early Learning Hub to serve the nine (9) Tribal nations in Oregon,
- Increase access through better coordination of early learning resources available at the state and federal level,
- Advise on current and ongoing status of ELD program implementation and policy,
- Connect early learning staff and stakeholders across the nine tribes and state government,
- Identify potential risks within projects, ensure program partnership with tribes, and recognize ways to mitigate or prevent issues through action,
- Increase professional development and technical assistance for early learning professionals who serve AI/AN children and families, and
- Develop a tribal best practice and standards of early care and education manual/curriculum

The Committee provides guidance, advocacy, and recommendations on policy, rules, and legislation related to the Tribal Early Learning Hub. Committee members recommend goals and measurable objectives for ELD's "Implementation Guide" for the Tribal Early Learning Hub. Committee members will oversee ongoing changes or revisions on implementation and improvement of the Tribal Early Learning Hub.

## Tribal Advisory Committee Overview

The Committee shall consist of 21 members who are advocates and representatives of the AI/AN education community in the state of Oregon.

Each of the nine (9) federally recognized tribal nations will be invited to select up to two members to serve on the Committee; selection of such appointees will be submitted to the ELD Tribal Affairs Manager.

Selected members will receive a letter from ELD's Early Learning System Director confirming membership and an outline of commitment, meeting dates, and other important information.

Members will receive reimbursement for their time and commitment to this shared work. Details of this reimbursement process and amount will be communicated within the appointment letter at the start of the member's service.

The Committee seeks the following representatives:

- 18 members of the nine (9) federally recognized tribal nations of this state,

- One member of the Early Learning Council (ex officio, non-voting)
- One member of the Legislative Commission on Indian Services (ex officio, non-voting), and
- One member of the Early Learning Division (ex officio, non-voting)

## Membership Terms of Service

Committee members serve two-year terms.

Each member may select an alternate to serve in their absence. The alternate should receive all the rights and privileges for the Committee meetings. Alternates should be informed and prepared in advance for meetings.

Members will be required to RSVP to indicate whether they or an alternate will be present prior to each meeting. Send RSVPs to Valeria Atanacio, [Valeria.Atanacio@ode.oregon.gov](mailto:Valeria.Atanacio@ode.oregon.gov).

## Decision-making Authority

The Committee is advisory with members sharing ideas, suggestions, and recommendations to guide ELD staff to develop plans, documents, and action items. The Committee will strive to operate through a framework of consensus when deliberating and making decisions about the shared work. ELD staff is responsible for summarizing highlights from the meetings, and responding to information requests and key action items. ELD will communicate how staff acted on the advice provided by members at the following meeting. Minutes of the meeting will be shared publicly.

## Establishing Quorum

Quorum is defined as the minimum number of meeting attendees that must be present for a properly called meeting. In committees, a quorum is a majority of the members of the committee unless provided otherwise.

The Committee shall establish quorum at each meeting when at least five of the nine tribes are present at the meeting (at least five tribal representatives).

## Government-to-Government Process

ELD has a unique relationship with each of the nine (9) federally recognized Tribal nations of Oregon. Through a Government-to-Government process, all decisions affecting the nine (9) federally recognized tribal nations will be reviewed by the Tribal Advisory Committee, the government-to-government education cluster and/or developed in collaboration with each individual tribal government on an ongoing basis.

## Committee Member Responsibilities

Members must attend scheduled meetings either in-person or virtually. Meetings will be held in-person and/or virtually to allow for full participation of committee members across the state. Member responsibilities also include:

1. Sharing relevant information and updates from communities and/or organization with the Committee.
2. Connecting with constituents and local networks as a Committee representative.
3. Reviewing minutes and materials prior to meetings.
4. Inform ELD staff if you anticipate missing one or more meetings. Committee members will be responsible for providing an alternate when there is not at least one representative of the designated tribal government.

## Terms and Duties of Officers Section

1. Chairperson and vice-chairperson shall be elected from and by the Committee and serve for a minimum of one year.
2. The chairperson shall preside at all meetings of the Committee. The chairperson will represent the Committee at Early Learning Council meetings and other meetings deemed important by the Committee.
3. The vice-chairperson shall assume all duties of the chairperson in the chairperson's absence.
4. The chairperson, in collaboration with an ELD staff designee, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to members by the Friday preceding the meeting. Minutes for all meetings shall be drafted by the ELD staff designee, reviewed by the Committee chair, and approved by Committee members at the following meeting.

## Conflicts of Interest

Committee members will be asked to declare any potential conflicts of interest. Since this Committee is advisory, the agency does not want to exclude voices from participation.

## Charter Approval

The Charter will be reviewed by the Committee annually.

2022 Charter Approval Committee:

**VALERIE SWITZLER**

*Chair, Warm Springs Tribes Rep.*

**DEANIE SMITH**

*Warm Springs Tribe Rep.*

**SANDY HENRY,**

*Vice-Chair, Cow Creek Tribe Rep.*

**ALLY VAN NORMAN**

*Cow Creek Tribe Rep.*

**JULIE SIESTREEM**

*Coos, Lower Umpqua Siuslaw Tribe Rep.*

**JOSH DAVIES**

*Coos, Lower Umpqua Siuslaw Tribe Rep.*

**MICHAEL CHERRY**  
*Grand Ronde Tribe Rep.*

**ALI HOLSCLAW**  
*Grand Ronde Tribe Rep.*

**KRISTINA SIMPSON**  
*Coquille Tribe Rep.*

**ALYSSA SEVERSON**  
*Coquille Tribe Rep.*

**ALISSA LANE-KEENE**  
*Siletz Tribe Rep.*

**SONYA MOODY-JURADO**  
*Siletz Tribe Rep.*

**\*DIANE TEEMAN**  
*Burns-Paiute Tribe Rep.*

**\*VANESSA BAHE**  
*Burns-Paiute Tribe Rep.*

**MODESTA MINTHORN**  
*Umatilla Tribe Rep.*

**LLOYD COMMANDER**  
*Umatilla Tribe Rep.*

**JENNIFER JACKSON**  
*Klamath Tribe Rep.*

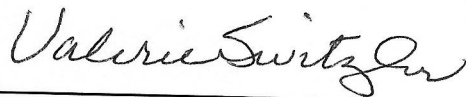
**ANGIE BLACKWELL**  
*Early Learning Council Rep. (non-voting)*

**VALERIA ATANACIO**  
*Early Learning Division Rep. (non-voting)*

**JULIE SIESTREEM**  
*Legislative Commission on Indian Services Rep. (non-voting)*

**(1) OPEN**  
*Klamath Tribe Rep.*

**Charter Approval by Chairperson:**

X 

Valerie Switzler  
Tribal Advisory Committee Chair