

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1301 Program Governance**

**Section: 1301.6 Impasse procedures**

**Subject: Impasse/Internal Dispute Resolution Procedures**

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**Policy:**

Tri-County Community Council Head Start/Early Head Start program will provide standard mechanisms for resolving issues of impasse or nonoccurrence surrounding matters arising between the Head Start Policy Council and Tri-County Community Council, Inc. Board. Impasse occurs when the Grantee Board of Directors and the Policy Council does not agree to or approve of a required action. Such an amendment requires the establishment of an arbitration committee at the local program level to settle such disputes. Arbitration action will occur within 15 days after extensive good faith negotiations have failed.

**Procedure:**

1. Arbitration procedures will only be used after the normal process of negotiation and exchange of ideas between the Policy Council and the Tri-County Community Council, Inc. Board has failed to produce an agreement. The arbitration procedure is a last resort and should not be used as a substitute for the establishment of a process which facilitates a working system which will help create harmony, mutual respect, and understanding between the Policy Council and the Tri-County Community Council Board.
2. An arbitration committee will be an ad hoc committee, which comes into existence when an impasse situation is created. An impasse comes about when the hiring or discharge of an employee is proposed by the Board but not concurred in by the Policy Council or vice versa or when a Head Start budget is presented by the grantee Board to the Policy Council or vice versa but not concurred within 15 days.
3. The Arbitration Committee will meet within 15 days after notification of impasse and will be made up of three (3) people, all of whom must be from outside the Tri-County Community Council, Inc. agency and the Head Start Policy Council. In other words, three (3) people being disinterested parties. One (1) person will be selected by the Policy Council to represent them. One (1) will be selected by the Tri-County Community Council, Inc. Board to represent them. Those two (2) representatives will mutually agree upon the selection of a third committee member who will serve as the committee chairperson.
4. The findings and decisions of the Arbitration Committee will be binding on all parties who are part of the dispute. The Tri-County Community Council, Inc. Board Chair, the Head Start Policy Council Chair, the Executive Director and the Head Start Director each will be notified of the Arbitration Committee's decision within five (5) days after the decision is rendered.

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5. The arbitration procedure shall state the commitment of the Tri-County Community Council Board and the Policy Council to enter into binding arbitration, at the local level, in the event of impasse between the Policy Council and the grantee board, on the following issues:
  - A. Hiring or discharge of a Head Start Program Director or any staff member.
  - B. Approval of grant request, proposed work program or major changes in budget and work program while program is in operation.
  - C. Establishing and approval of the criteria for selection of children with applicable laws and ACF guidelines.
  - D. Establishing and approval of the program goals and plans.
  - E. Any other issue that requires mutual agreement from both parties.
  
6. The Impasse/Internal Dispute Resolution will be reviewed, discussed, and approved by Tri-County Community Council Board and Policy Council members annually. The Impasse/Internal Dispute Resolution will reflect this policy and procedures and will be signed by the Board chair and the Policy Council chair annually.

Signature \_\_\_\_\_  
Policy Council Chairperson

\_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Board of Directors Chairperson

\_\_\_\_\_  
Date