

Gateway Partnership for Early Childhood Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is between Gateway Partnership for Early Childhood, (“GPEC” or the “Partnership”) a program of Jefferson County Public Health (JCPH), and the undersigned organization (“Member Organization”). This MOU confirms the Member Organization’s participation in the Partnership, the designated Early Childhood Council (ECC) for Jefferson, Gilpin, and Clear Creek counties.

1. Purpose

The purpose of this MOU is to describe how the Member Organization will participate in, collaborate, and support the work of the Partnership through service on its Board of Directors, as required by Colorado state law governing Early Childhood Councils. The Partnership brings together cross-sector organizations and community representatives to improve access, coordination, and quality of early childhood services across the region, consistent with the responsibilities of Early Childhood Councils under Colorado law. The Partnership works to strengthen coordination, alignment, and impact across early childhood programs and services so children and families in the three-county region can thrive.

2. Role of Gateway Partnership for Early Childhood

GPEC, as a program of JCPH, serves as the ECC and is responsible for managing ECC operations and administration; meeting all state and contractual requirements; reporting, and accountability; and final decisions related to ECC priorities, plans, and outcomes. JCPH shall serve as the fiscal agent.

3. Board Structure

The Board will include no more than twelve (12) members. Membership will reflect required as well as recommended ECC stakeholder groups and include representation from Jefferson, Gilpin, and Clear Creek counties. Members are appointed by GPEC.

4. Expectations of Member Organizations

By signing this MOU, the Member Organization agrees to:

- Designate one representative who is familiar with the organization’s work and able to participate consistently and meaningfully.
- Attend meetings and planning sessions as reasonably scheduled.
- Come prepared for meetings and review materials in advance when provided.
- Share perspectives and information that improve coordination and alignment across early childhood services.
- Share relevant updates back to their organization or sector when appropriate.
- Participate respectfully and constructively in discussions.
- Support shared accountability for improving outcomes for children and families.
- Recognize and support JCPH’s role as fiscal agent for ECC operations and deliverables.

5. Replacement or Change of Designated Representative

The Member Organization may change its designated representative by providing written notice to GPEC naming a replacement member who is familiar with the member organization's work and able to participate consistently. GPEC may request a change in

representation if participation expectations are not being met or if a different representative would better support the work of the Board. Changing representatives does not change the Member Organization's responsibilities under this MOU.

6. Scope and Limitations

This MOU does not create a legal partnership, joint venture, or nonprofit governing body.

7. Confidentiality and Conflicts of Interest

Board representatives agree to respect confidentiality when sensitive information is shared and to disclose any real or potential conflicts of interest related to ECC funding, contracts, or decisions.

8. Term and Modification

This MOU becomes effective when signed and remains in effect for one (1) year unless ended earlier by either party. The MOU may be renewed or updated by mutual written agreement.

9. Withdrawal

Either party may end this MOU without cause with thirty (30) day written notice to the other party. Ending participation does not affect responsibilities or actions that occurred before the withdrawal date.

10. Non-Discrimination

All activities under this MOU will comply with applicable federal, state, and local non-discrimination laws and policies.

11. Signatures

Member Organization

Organization Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Gateway Partnership for Early Childhood

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____