

# Quad Agency Child Care Initiative Commission Procedural Agreement

## Charter

In accordance with [Chapter 74](#), Texas Human Resources Code, the Quad Agency Child Care Initiative Commission (the "Quad Agency Commission") was established to foster collaboration, coordinate policies, and review and recommend actions to streamline regulations between participating agencies. The Quad Agency Commission is made up of members from the Texas Workforce Commission (TWC), the Health and Human Services Commission, the Department of Family and Protective Services, and the Texas Education Agency. The Quad Agency Commission shall:

- Coordinate participating agency initiatives that impact the cost, quality, or accessibility of child care
- Consider and start interagency initiatives to expand access to quality, affordable child care
- Review and recommend actions to streamline existing or proposed regulations, rules, policies, or any other participating agency actions ("actions under review") that impact the child care industry to:
  - Resolve regulatory conflicts and duplication
  - Lower insurance costs for child care providers
  - Protect the health and safety of children
  - Advance quality education for child care providers
  - Create consistent, predictable, and reasonable enforcement mechanisms among agencies

## Procedures

These procedures outline the operation of the Quad Agency Commission. They are intended to ensure transparency, efficiency, and compliance with applicable law. They are also intended to provide clarity on processes not specifically outlined in statute.

### **I. General Provisions:**

- a. **Authority:** These procedures are established pursuant to [Chapter 74](#) of the Texas Human Resources Code, as added by [House Bill 4903](#) (89<sup>th</sup> Texas Legislature).

**b. Compliance with Law:**

- The Quad Agency Commission shall comply with all applicable state and federal laws, including the Texas Open Meetings Act ([Chapter 551](#), Government Code).
- The Quad Agency Commission shall comply with all applicable state and federal confidentiality laws. The Commission will not request, and participating agencies will not provide information that is confidential by law. Any materials prepared for or by the Commission that are made public must be reviewed to ensure no confidential information is disclosed.

**c. Definitions:** Terms used in these procedures shall have the meanings assigned to them in [Chapter 74](#) of the Human Resources Code. In addition, the terms “participating agency action” and “action under review” are used to comprehensively describe the items within the Commission’s purview - existing or proposed regulations, rules, policies, or any other participating agency actions.

**d. Amendments:** These procedures may be amended by a majority vote of the Quad Agency Commission.

**e. Website and Records:** The Quad Agency Commission shall maintain a website on the Texas Workforce Commission’s Internet platform where all meeting notices, agendas, minutes, reports, and other relevant information shall be made available to the public.

**f. Interagency Staffing Agreements:** This Agreement serves as the primary Interagency agreement between the Quad Agency Commission’s participating agencies. All participating agencies will ensure that they are dedicating necessary agency staff to support the work of the Quad Agency Commission.

**II. Meetings:**

**a. Frequency:** The Quad Agency Commission shall meet at least three times each year, as required by Sec. 74.006(a) Texas Human Resources Code.

**b. Meeting Location/Framework:**

- The Quad Agency Commission may meet in person or using a virtual platform.
- All Quad Agency Commission meetings will include live broadcasting, and will be recorded, in accordance with Sec. 74.006(b) Texas Human Resources Code.

**III. Meeting Notices and Agenda:**

- a. The Quad Agency Commission shall provide notice of all meetings in accordance with the Texas Open Meetings Act.
- b. Meeting notices shall include the date, time, and place (physical and virtual, if applicable) of the meeting, as well as the meeting agenda. The meeting notice will also include information on how the public can sign up to provide public comments.
- c. TWC shall post the meeting notice on the Quad Agency Commission website and in the Texas Register at least 8 calendar days prior to the meeting. TWC will email the meeting notice to stakeholders who have subscribed to receive Quad Agency Commission updates.
- d. Other Quad Agency Commission participating agencies will share the meeting notice through the agency's standard stakeholder communication protocols

**IV. Quorum:**

- a. A quorum for the Quad Agency Commission shall consist of at least three members or their designees.
- b. Section 74.003 of the Texas Human Resources Code allows membership to be either the commissioner or their designee. If the member is a commissioner, and the commissioner is unable to attend a Quad Agency Commission meeting, they may temporarily designate an agency staff member to attend in their place. That designated agency staff member may vote on behalf of the agency. The commissioner must notify the Quad Agency chair of any temporary designations prior to the Quad Agency Commission meeting.

**V. Public Comment in Open Quad Agency Commission Meetings:**

- a. Public comment shall be allowed at Quad Agency Commission meetings. The amount of time allotted to public comment can be limited by the Quad Agency Chair.
- b. Individuals may register for in-person comments by contacting TWC Quad Agency staff via email to [QuadAgencyChildCare@twc.texas.gov](mailto:QuadAgencyChildCare@twc.texas.gov). Email requests for in-person comments must be received no later than one hour before the Quad Agency Commission Meeting.
- c. Individuals may also register for to provide in-person comments by filling out a Public Comment form, which will be available at the Quad Agency Commission Meetings, half an hour before the meeting.
- d. Individuals may register to provide comments through a virtual platform by contacting TWC Quad Agency staff via email to

[QuadAgencyChildCare@twc.texas.gov](mailto:QuadAgencyChildCare@twc.texas.gov). Virtual public comment requests must be received by 3pm, two business days prior to the Quad Agency Commission meeting.

**VI. Minutes:** The Open Meetings Act, [Texas Government Code 551.021](#), requires that minutes or a recording of each open meeting be made available. TWC will post a recording of the Quad Agency Commission's meetings on the Quad Agency Commission webpage on the TWC website.

**VII. Report to the Office of the Governor:**

- a. By the 30<sup>th</sup> day following each Quad Agency Commission meeting, the Chair shall prepare and submit a report to the Office of the Governor that includes a list of participating agency actions under review.
- b. The report will be posted on the TWC internet website until the second anniversary of the date of the Quad Agency Commission meeting.

**VIII. Requests for Review:**

- a. **Procedures:** The Quad Agency Commission shall establish a process by which members of the public, elected officials, or leadership from an agency that is not a participating agency may request a review of existing or proposed regulations, in accordance with Sec. 74.009 Texas Human Resources Code.
  - Requests for review shall be submitted to [QuadAgencyChildCare@twc.texas.gov](mailto:QuadAgencyChildCare@twc.texas.gov) and should provide sufficient detail to understand the request.
  - TWC Quad Agency staff will communicate with the requestor if additional information is needed and the requestor has provided a method of contact.
  - The Chair will determine if additional information is needed to assess the request before determining whether to initiate a review. The TWC Quad Agency staff will coordinate activities to obtain any additional information.
  - If the Chair determines that the request does not align with the objectives identified in Section 74.005(3) or is outside the scope of the Quad Agency Commission's purpose, no further action will be taken.
  - If the Chair determines that the request aligns with objectives identified in Section 74.005(3) and is within the scope of the Quad

Agency Commission's purpose, a review will be initiated at a future Quad Agency Commission meeting as outlined in Section V below.

- The request and the Chair's decision shall be documented on the TWC Quad Agency Commission webpage on the TWC website.

**IX. Subject Matter Expert Input**

- a. The Quad Agency Chair may request input from subject matter experts, either in writing, or in-person at a Quad Agency Commission Meeting.
- b. All subject matter expert written submissions will be posted on the Quad Agency Commission's webpage on the TWC website until the second anniversary of the date the submission is made, unless the subject matter expert requests that the written submission be kept confidential.

**X. Review Process:**

**a. Initiation of Review:**

- A review of an existing or proposed regulation, rule, policy, or other participating agency action may be initiated by the Quad Agency Chair, in accordance with Sec. 74.008(a) Texas Human Resources Code. These procedures apply to reviews granted based on public request and to those initiated by the Chair.
- Initiation of a review shall be announced and granted during a Quad Agency Commission meeting and shall be posted on the Quad Agency Commission website for not less than two years from the date the Quad Agency Chair grants the review.
- Review initiation may be staggered over time, in order to ensure that the number of reviews in process is manageable, within available participating agency resources.

**b. Notification of Reviews Initiated:** Within 10 business days after initiating a review, the Quad Agency Commission must provide written notice of the review, including instructions on how to submit public comments on the review. Notice of the Quad Agency Commission review will be published:

- On the Quad Agency Commission's webpage on the TWC website;
- Via email to stakeholders who have subscribed to receive Quad Agency Commission updates; and
- Through each agency's standard stakeholder communication protocols.

**XI. Public Comment on Posted Reviews:** The Commission shall accept public comment at [QuadAgencyChildCare@twc.texas.gov](mailto:QuadAgencyChildCare@twc.texas.gov) from the date notice regarding a review is provided until the end of the 30th day after that date.

**XII. Quad Agency Commission Determination:** The Quad Agency Commission shall render its determination as to whether or not the regulation, rule, policy, or other action reviewed is consistent with the objectives identified in Section 74.005(3) of the Texas Human Resources Code at a subsequent Quad Agency Commission meeting. Each member shall vote to indicate whether the activity is consistent or inconsistent with the objectives.

- a. Prior to making this determination, the Quad Agency Commission shall consider:
  - o All public comments received
  - o Any information requested and received from subject matter experts or participating agencies
- b. If the Quad Agency Commission unanimously determines that a participating agency action is **consistent** with the objectives for the Quad Agency Commission, no further action will be taken, and the decision will be posted on the Quad Agency Commission website.
- c. If the Quad Agency Commission determines that a participating agency action is **inconsistent** with the objectives for the Quad Agency Commission, or the Quad Agency Commission is **unable to reach a unanimous decision**, the participating agency action will be referred to the Texas Regulatory Efficiency Office (TREO) for review.

**XIII. TREO Determination:** When a participating agency action is sent to TREO for review, TREO will make a final determination about the action's consistency with the objectives of the Quad Agency Commission.

- a. If TREO determines that the action is **consistent** with the objectives of the Commission, no further action will be taken after documenting the decision on the TWC website.
- b. If TREO determines that the action is **inconsistent** with the objectives, the participating agency impacted by the action:
  - Must cease enforcement of the action as soon as practicable
  - Must withdraw the rule or action
  - May replace the rule or action with something less restrictive
  - The Commission or TREO may provide suggestions on less restrictive actions

**XIV. Conflict of Interest:**

- a. Any member of the Quad Agency Commission who has a conflict of interest regarding a matter under consideration shall disclose the conflict and recuse themselves from voting on that matter.
- b. Conflicts of interest shall be governed by applicable state law.

**XV. Quad Agency Commission Webpage Content:**

- a. TWC agency staff will maintain the content of the Quad Agency Commission webpage, with input from participating agencies.
- b. Links used on the webpage will only be ones hosted or funded by a state or federal agency.

These procedures are intended to provide a framework for the operation of the Quad Agency Child Care Initiative Commission. The Quad Agency Commission reserves the right to modify these procedures as necessary to ensure the effective and efficient performance of its duties.

The following members of the Quad Agency Child Care Initiative Commission have read and accept the procedures in this agreement.

<i>Joe Esparza</i>	12/4/2025
Joe Esparza, Chair Texas Workforce Commission	Date

<i>Mike Morath</i>	11/19/2025
Mike Morath, Commissioner Texas Education Agency	Date

<i>Jordan Dixon</i>	11/19/2025
Jordan Dixon, Chief Policy and Regulatory Officer Texas Health and Human Services Commission	Date

<i>Clint Cox</i>	11/21/2025
Clint Cox, Director of Child Care Investigations Texas Department of Family and Protective Services	Date