

Policy Council Meeting Minutes
4-11-13

Members Attending: Kelley Mealer, Joy Murphy, Cheryl Carkin, Amy Couch, Emily Petersen, Kim Parks, Jeanette Sluder, Miriam Staffen, Maricela Amarillas, Melissa Zacharias, Michael Adams, Mary Debski, Jose M. Lopez, Silvia Serna, Paz Younis, Earl Petersen, Ann Robinson, Jill Hosman

Staff/Guests Attending: Kathy Crane, Deborah Drain, Julie Blick, Jeanne Anderson, Edith Mace, Abby Greenfield, Jay Thurber, Mancole Fedder, Victoria Holmes, Lee Sluder, Jose Lopez

Literacy Activity: Roger Sherman, Director of the Idaho Children's Trust Fund presented on "Strengthening Families"

Emily called the meeting to order. She called for a quorum, a quorum was not present. An Executive Committee Meeting was called, an executive quorum was present.

Kim made a motion to accept minutes from March. Miriam seconded, minutes were accepted.

Chairperson's Report: Emily re-emphasized the importance of the Pinwheels for Prevention campaign bringing prevention and awareness to child abuse and neglect.

Idaho Head Start Association Report: Miriam and Deborah gave the report. The White House is proposing increased funding to give to states to administer for early childhood education, particularly for state based pre-schools, home visits programs for pregnant women, infants and toddlers, and partnerships for childcares to come to Early Head Start standards. The State of Idaho is beginning to bring funding back to education; however, early childhood education is not yet part of that discussion. CSI HS/EHS delegates visited with state senators and representative in January. The feedback that they gave to IHSA delegates is that the way to promote early childhood education in Idaho is to support families in getting more involved in their local schools. During the report, Policy Council members also discussed the need for families to share their stories about what Head Start has done for them.

Director's Report: Mancole gave the report. The program has several key positions that it needs to hire for in the next couple of months. This includes a Facilities Compliance Officer, Center Supervisor position, and two Early Head Start Family Educator II's. The program is reviewing applications and the possibility of internal hires. Several staff and Emily will go to Washington D.C. at the end of April for the National Head Start Association (NHSA) meeting. Mancole expects that Emily will have a lot to share.

Monitoring/ Reporting

Budget Report: Abby gave the report. In May Policy Council will be able to view the final version of the 2012 budget report.

- **Head Start Budget:** The balance of the budget for the end of March is \$3,628,276.83 with a projected spend out of 21.0% and an actual spend out of 18.6%. The total amount spent in the Head Start budget by the end of March (seen at the bottom of the CASH OUTLAY column) is \$1,085,376.17. The balance of the Head Start Training and Technical Assistance(T/TA) budget is \$49,644.56 with a projected spend out of 25.0% and an actual spend out of 8.3%. Staff will travel to the NHSA meeting at the end of the month which should help the process of catching up the T/TA budget.
- **Early Head Start Budget:** The balance of the budget at the end of March is \$823,690.61 with a projected spend out of 24.6% and an actual spend out of 21.3%. The total spent by the end of March (see bottom of the CASH OUTLAY column) is \$222,615.39. The EHS T/TA budget is \$19,365.11 with a projected spend out of 25.0% and an actual spend out of 26.0%.
- **Policy Council Budget:** The balance of the budget is \$6,040.42 with a projected spend out of 18.3% percent and an actual spend out of 24.5%. Policy council has spent a total of \$1,959.58.

Head Start Enrollment: Fully Enrolled.
Head Start Attendance for March: 85%
Double Session Attendance for March: 82%
Early Head Start Home Visit Participation: 89%

Total Meals Served for March: 4,041
Total Snacks Served for March: 3,189

Community Assessment:

Parent Survey #1: Deborah presented the survey results.

The top five community strengths identified by parents program wide are: #5: Education Opportunities, #4: Health/Dental Providers, #3: Medical Facilities, #2: Housing, #1: Employment. The top five critical challenges identified are: #5: Employment, #4: Housing, #3: Substance Abuse, #2 Affordable Health Care, #1 Child Abuse and Neglect. The top five Action Plans to address critical challenges are: #5: After School Programs, #4: Job Training/Shadowing, #3: Prevention, #2: Violence Prevention Programs, #1 Substance Abuse Screenings. Additionally, overall parents found the agencies that they were referred to be both helpful and friendly. One member also stated that the reason that some of the strengths and critical challenges are the same, such as employment, it may be that there is availability, but the quality, and in the case of employment the pay, may be low.

Faith Based Survey and Business Survey: Survey results were tabled until the May PC meeting.

Miriam motioned to table the Faith Based and Business survey results. Kim seconded. Motion passed.

Center reports were handed in.

New Business/ Planning

Program Design and Management (PDM) Workplan: Julie presented the PDM Workplan. Most of the changes were updates to titles. Language was added to reinforce the home visitor's communication to parents about center parent committee meetings, advisory boards and policy council. Additionally, Program Development Work Group was removed from the workplan, because it was phased out last spring. It was replaced in the PDM workplan by steps for two-way communication with staff and management by the leadership team bringing items for feedback to management meeting and then center supervisors taking the items from management meeting to get feedback at weekly staff meetings.

Miriam motioned to accept the changes to the PDM Workplan. Kim seconded. Motion passed.

ERSEA Workplan: Julie presented the ERSEA workplan. ERSEA stands for Eligibility Recruitment Selection, Enrollment and Attendance. There were no changes to the ERSEA workplan this year but the risk factors that give a point weight to each child on the waiting list was reviewed so it could be implemented for this coming program year.

Kim motioned to accept the changes to the ERSEA Workplan, Miriam seconded. Motion passed.

Fiscal Workplan: The fiscal workplan was tabled until May.

Miriam Motioned to accept the tabling of the Fiscal Workplan. Kim seconded. Motion passed.

PC Self Assessment Discussion: Policy Council members reviewed their roles, responsibilities and training as a part of the Self Assessment.

Personnel Report:

Resignation:

Facilities Compliance Officer/CACFP Administrator, Central Office

Meeting adjourned at 8:15 p.m. Next meeting Thursday May 16th at 5:30 p.m. in Taylor 277
Self-Assessment Wrap Up has been postponed until the June meeting.