

Policy Council Meeting Minutes
5-16-13

Members Attending: Emily Petersen, Miriam Staffen, Kim Parks, Ann Robinson, Terra Herrera, Cheryl Carkin, Amy Couch, Paz Younis, Melissa Zacarias, Tina Adams, Jill Hosman, Mary Debsky, Jeannette Sluder, Katie Hancock, Earl Petersen

Staff/Guests Attending: Jeanne Anderson, Lynndi Walker, Zachary Carkin, Abby Greenfield, Jay Thurber, Brad Eslinger, Camie Howard

Self Assessment Wrap Up: Tabled for another meeting.

Emily called the meeting to order at 6:05pm. She called for a quorum; a quorum was not present. An executive meeting was called to order.

Literacy Activity: none

Chairperson's Report: Emily gave remarks about the DC trip and a few items that really hit home for her.

Director's Report:

Three out of the four findings have been dropped, because they were out of the program's hands. However this means changing the school district program option from a school based program to a home based program. This means the program will meet the home based guidelines by adding another finding. This will allow the program to change to the new home based for school district children.

Monitoring/ Reporting

Budget Report: Abby Greenfield, Fiscal Services Coordinator, gave the report. 2012 budgets are now final. The final spend out for Head Start for 2012 was \$4,722,496.80, or 100.3% spent out. For Early Head start the final spend out was \$1,093,403.10 or 99.1% spent out.

- **Head Start Budget Report:** The balance of the budget at the end of April was \$3,244,809.23 with a spend out of \$1,468,843.77 or 31.5%, compared to the projected spend out of 29.0%. The Training and Technical Assistance budget (T/TA) balance was \$35,615.27 with a spend out of \$18,545.73 or 34.2%, compared to the projected spend out of 33.0%.
- **EHS Budget Report:** The balance of the EHS budget at the end of April was \$749,737.24 with a spend out of \$296,568.76 or 28.3%, compared to the projected spend out of 32.6%. The EHS T/TA budget had a balance of \$16,460.96 and was spent out by \$9,697.04 or 37.1%, compared to the projected spend out of 33.0%.
- **Policy Council Budget:** The balance of the budget is \$5,504.93 with a spend out of \$2,495.07 or 31.2%, compared to the projected spend out of 26.4%.

Head Start/Early Head Start Enrollment: 552 for Head Start ACF Federal Funds, 27 for TANF funded children and 80 for Early Head Start. This is a total of 659. The program was under enrolled for ACF Federally Funded slots due to the fact that Head Start does not fill open slots for the last 45 days of pre-school services.

Program Participation: 86% for Head Start Attendance. 89% for Early Head Start home visit participation.

Meals and Snacks: Meals: 5,418, Snacks: 4,343, Total: 9761

Comprehensive Community Assessment (CCA) Surveys: Results of Parent Survey #1 were compared with the results from Public Officials and Public Agencies.

Community Strengths: Education is one of Head starts strengths across the board, then Health/ Dental Providers, Medical Facilities and employment.

Critical Challenges: Employment, Housing, Substance Abuse, Child Abuse/Neglect. See attached hand out.

Center Reports: Center reports were handed in.

New Business/ Planning

Meeting minutes Kim motioned to accept the minutes from the April meeting. Miriam seconded. Minutes were passed.

Health and Nutrition Workplan:

EHS: recommendations for measurement procedures were updated. The recommendation was to collect measurements from Well Child Exams only.

Nutrition Work plan: Recommendation to update questionnaire in order to determine the need for referral. This updated questionnaire includes more detailed questions to determine the dietary needs of children.

Kim motioned to accept the updated to the Health and Nutrition Workplan. Miriam seconded. Motion passed.

Accounting Policy & Procedures Plan:

Added another position to the plans, added EHS to the plans, Self Audit changed to Self Assessment, and the workplan now details the accounting so that it is written clearly with straightforward definitions.

Miriam motioned to accept the Accounting Procedures Work Plan. Kim seconded the motion. Motion passed.

Human Resources Management Work Plan: An additional strategy was added to the HRM workplan.

Miriam motioned to approve the additional strategy for the HRM. Kim seconded. Motion passed.

Personnel Actions:

New Hire:

Center Supervisor, East End (Hansen)

Early Head Start Family Educator II, Minidoka (Rupert)

Position Change:

From Center Supervisor, Little Wood/ Transportation Coordinator to CACFP Administrator/Facilities Compliance Officer and Transportation Coordinator.

From Family Educator II, Little Wood to Center Supervisor, Little Wood

Kim motioned to accept the personnel report. Miriam seconded. Motion passed

Miriam motioned to Adjourn Kim Seconded. Meeting adjourned.

The next meeting is scheduled for June 20, 2013. Self Assessment Wrap-Up will begin at 4:30 p.m. and Policy Council at 5:30 p.m. with dinner in Taylor 277.