

Policy Council Meeting Minutes
6-20-13

Members Attending: Miriam Staffen, Ann Robinson, Jeanette Sluder, Joy Murphy, Esmerealda Castellano, Emily Petersen, Katie Hancock, Terra Herrera, Melissa Zacarias, Amy Couch, Cheyrl Carkin, Earl Petersen,

Staff/Guests Attending: Mancole Fedder, Julie Blick, Jay Thurber, Charyl Jester, Brad Eslinger, Debbie Skaar, Pati Sprague, Jeanne Anderson, Zachary Carkin, Deborah Drain

Self Assessment Wrap Up: 4:30-5-30

Welcome and Introductions-Mancole Fedder, Director welcomed everyone to the wrap-up.

Family and Community Services-Deborah Drain, Parent Engagement Family Involvement Specialist presented: There were no Possible Areas of Non Compliance for Family and Community Services.

Education and Mental Health-Brad Eslinger, Children's Services Specialist presented: There were no Possible Areas of Non Compliance for either Education or Mental health.

Disabilities-Pati Sprague, Disabilities Coordinator: There was one Possible Area of Non Compliance found during Self Assessment.

1304.51 Record Keeping Systems. Record keeping must be efficient, effective, accurate, and timely. One home visitor did not document on the access page when the disabilities booklet, *For the Parents of a Child With Special Needs*, on the access page of the child's file. The disabilities booklet was read, but this was not documented.

Recommendation: Out of Compliance

Health and Nutrition-Delia Villanueva, Health Services Specialist presented: There were four Possible Areas of Non Compliance found in this component area during Self-Assessment.

1304.20 (c) 3ii The family educator teaches dental lessons in the home and at the center. At an Early Head Start socialization no tooth brushing occurred. The Family Educator did not provide materials for dental lessons.

Recommendation: Training Issue

1304.B.4 The nutrition program must meet the feeding needs of each child in quality and kind of food and provided with a reasonable amount. During mealtime, children requested more food but the cook had run out of prepared food. There was also no food in the pantry to provide for the children.

Recommendation: Out of Compliance

1304.51 Tracking and record keeping of well child care and follow up. A child was screened, then later re-screened. The child did not pass the re-screen and the family educator did not refer the child to a specialist.

Recommendation: Out of Compliance

1304.20 (b)1 Developmental and sensory screenings are to be completed within 45 days of enrollment. One Early Head Start child was not screened at the center for vision or hearing. The attended socialization once during this time, and hearing and vision screening was on the lesson plan, but the

child did not get screened. The Incomplete Service Agreement was signed 12 days after the 45 day deadline.

Recommendation: Out of Compliance

Fiscal-Deborah for Abby Greenfield, Fiscal Services Coordinator: There were no Possible Areas of Non Compliance

ERSEA, Organization and Human Resources-Julie Blick, ERSEA, Organization and Human Resources Specialist presented: There were no Possible Areas of Non-Compliance in ERSEA or in Program Design and Management.

Facilities- Jay Thurber, Transportation, USDA, and Facilities Coordinator presented: There were two Possible Area of Non Compliance.

1304.53.10 Physical space, light, heat and air are consistent with the safety and development needs of children. The border around the play structure at one center could have caused a tripping hazard, there was a bolt sticking out of the ground. At another center the carpet had frayed and was a possible tripping hazard. Both of these have been fixed, additionally, the playgrounds in the program's service area face extreme weather conditions making it necessary to constantly check playgrounds for safety and a system has been put in place.

Recommendation: Out of Compliance

1304.22 (a) 22 Child health and safety. At one center, there was a fire drill during class and the FE did not pick up the emergency cards before exiting the building. .

Recommendation: Out of Compliance.

1304. 53(A) (3) (10) (ii) Flammable materials must be kept in locked cabinets and away from medications. During an observation at a center on 5/16/2013, cleaning products were found to be stored in the same are as food.

Recommendation: Out of Compliance

USDA-Jay presented: 1304.23 (a) (3) protocol for the mixing of infant formula or for the preparation of breast milk in a bottle. This protocol was not posted in one Early Head Start center. A new food service manager came in to the center mid year and was not made aware that the protocols must be posted.

Recommendation: Training

Transportation- No Possible Areas of Non Compliance.

Policy Council: 5:30-8:00

Emily called the meeting to order. She called for a quorum, a quorum was present
Literacy Activity- Val Stotts, Safe Place Director talked about Safe Place services and volunteer opportunities. She explained the program and who it helps.

Review of the Minutes:

Amy made a motion to accept minutes from last meeting. Tara seconded, minutes were passed

Chairperson's Report: Annie Burke was introduced to the policy counsel.

Tara motioned for Annie Burke to be a community rep for Wendell. Melissa seconded. Motion was passed. Emily talked about how it is important for Policy Council and Head Start parents to stick together.

Director's Report:

Initial recommendations for the sequestration were denied by Region X and we decided to dispute the Region X sequestration proposal through the Office of Head Start. This will be discussed as an action item later in the meeting. As far as the School District program option, Federal Reviewers will be back in September or October to determine if the issue had been corrected.

Monitoring/ Reporting

Budget Report:

- **Head Start Budget Report:** The balance of the budget is \$2,870,247.65 with a spend out of 37.5%, reflecting an outlay to date of \$1,843,405.35. The projected spend out was 39.5%. For Head Start Training and Technical Assistance, the balance of the budget is \$32,901.80 with 39.3% spend out reflecting an outlay of \$21,259.20 for the year. The projected spend out was 42.0%.
- **EHS Budget Report:** This budget is doing well. The balance of the budget is \$674,711.49 with a spend out of 35.5%, reflecting an outlay for the year of \$371,025.75. For EHS Training and Technical Assistance the balance of the budget is \$7,805.30. The spend out was 42.0%, reflecting an outlay for the year of \$18,352.70. The projected spend out was 70.2%.
- **Policy Council Budget:** The balance of the budget is \$5,007.05. The actual spend out was 37.4%, reflecting an outlay to date for the year of \$2,992.95. The projected spend out was 30.7%.

May 2013 Enrollment and Attendance:

- **Program Enrollment:** 646
- **Head Start Attendance:** 85%
- **Double Session Attendance:** 82%
- **Early Head Start Home Visit Rate:** 94%

USDA Meals served for May: 4,407

USDA Snacks: 3,500

Center Reports: center reports were handed in, no one had anything to share about their center tonight.

New Business/ Planning:

Review and Vote on recommendations from Self Assessment Wrap Up:

Out of Compliance: 6

Training Issues: 2

Amy motioned to accept the recommendations on the findings from Self-Assessment. Miriam seconded. Motion passed

Sequestration Plan:

Mancole presented the Region X Sequestration Plan for CSI Head Start/Early Head Start. Policy council members expressed concern over the cuts to home visits and to staff. Mancole then presented the program's Plan B Sequestration Plan that would not cut home visits or staff, and would also decrease the number of slots for children cut from the program from 58 to 50. This would mean that Orchard

Valley would remain a Combination Program classroom and not become a Center Based Program classroom.

Katie made a motioned to not accept Region X proposal. Miriam seconded. Motion passed.

Amy motioned to accept the CSI Head Start/Early Head Start Plan B Sequestration plan. Cheryl seconded. Motion passed.

Policy Council Fall Retreat: Emily stated that she wanted to look north for retreat options this year. Options would be presented at the next PC meeting.

August Policy Council Meeting: The next Policy Council Meeting has been moved to August 8th in Taylor/Student Union Building Room #232 (on the other side of the cafeteria).

Personnel Report: One Position change and 6 resignations/ retirement were presented.

Position Change:

Family Educator II, Minidoka to Early Head Start Family Educator II, Minidoka

Resignations/Retirements:

Family Educator III, East End

Family Educator II, Little Wood

Bus Driver, Minidoka

Family Educator II, Minidoka

Family Educator II, North Side

EHS Family Educator II, North Side

Melissa motioned to accept the position changes, resignation/retirements. Miriam seconded. Motion passed.

New Job Descriptions: getting rid of Regional Operations Specialists and they are now Operation Specialist and Systems Specialist

New job title: Transportation, USDA, and Facilities, this is now one job.

New early head start positions...

Removing from all head start and early head start: "as prescribed in the Head Start/ Early head start program" removing this phrase in job descriptions as it is repetitive.

Miriam motioned to accept the changes to job descriptions. Amy seconded. Motion passed

Next meeting August 8th on the CSI Campus Taylor/SUB Room #232.