

Policy Council Meeting Minutes
8-8-13

Members Attending: Joy Murphy, Emily Petersen, Cheryl Carkin, Melissa Zacarias, Miriam Staffen, Amy Couch, Jeanette Sluder

Staff/Guests Attending: Camie Howard, Jeanne Anderson, Zachary Carkin, Abby Greenfield, Debbie Skaar, Cindy Scott, Rosanna Campbell, Mancole Fedder, Lee Sluder, Deborah Drain

Emily Petersen, Policy Council Chair called for a quorum. A quorum was not met. We will take recommendations and then take those recommendations to executive committee meeting.

Chairperson's Report:

Discussion on importance of policy council and recruiting next year's policy council!

Director's Report: Regional office has approved our plan. We will be needing to work on our School district option and the relationships with the schools. We will be working on the language used when talking about our home based option for the school district relationships.

End of the year staff survey: the past 3 years we have asked the same questions to be able to gauge accurate progress. We have approved in every category! Our staff seems to be satisfied with their job. Very positive staff comments were made by the majority of the participants. Also went through negative comments that were made.

Quorum discussion

Discussion on the importance of a quorum, the proposed change would be to change from three consecutive absences in a row to three absences total. Melisa recommends accepting changes to the by-laws and Sheryl seconded, moved to executive committee.

Discussion on adding a calling chain to the Policy Council representation at the center level to help encourage attendance and participation in policy council.

Monitoring/ Reporting

Budget Report: Presenter, Abby

- **Head Start Budget Report:** The balance of the budget is \$2,205,422.11 with a spend out of 50.4%. The projected spend out was 46.0%. The cash outlay to date is \$2,247,661.89. The balance of the Training and Technical Assistance (T/TA) budget is \$28,276.38 with a spend out of 47.8%. The projected spend out was 50.0%. The cash outlay to date is \$25,884.62.
- **EHS Budget Report:** The balance of the budget is \$541,204.44 with a spend out of 46.1%. The projected spend out was 49.6%. The cash outlay to date is \$462,100.56. The EHS T/TA balance of the budget is \$5,659.76 with a spend out of 78.4%. The projected spend out was 50.0%. The cash outlay to date is \$20,498.24.
- **Policy Council Budget:** The balance of the budget is \$4688.93 with a spend out of 41.4%. The projected spend out was 30.7%. The cash outlay to date is \$3,311.07.

Head Start Enrollment: Presenter, Deborah: Summer no enrollment to report.

Early Head Start Enrollment: Fully enrolled with a 102% Home Visiting Rates for the year. The home visit rate for July was 92%.

USDA: socialization meals served: 45

Change from PC Center Report to Center Parent Meeting Minutes: Should we have one report for the summer? It was recommended that we have one center report for the summer. Mancole discussed that our centers are doing more than just recruiting during the summer. We are possibly under reporting all the important things that are going on each summer. Avoid minimizing what is being done.

Policy Council Retreat: Working on planning. 4-H camp north of Ketchum is an option. There is a dining hall and heated cabins. We are looking at October 25th, the last weekend in October. If this is within our price range than the group recommended that we do accept this location.

New Business/ Planning:

Transportation Workplan: table until September

Family and Community Services Workplan: Deborah presented.

Updates to the family and community services workplans were proposed. The changes are as follows:

- Remove titles Policy Council Liaison and Lead Regional Operations Specialist
- Staff will review referrals given to families at caseload review
- In services to pregnant women, assessing the nutritional status on the first home visit using the prenatal nutrition assessment.
- A parenting magazine is selected at the center level is shared with each family (instead of identifying a specific parenting magazine in the workplan).
- Transitions to Kindergarten guidelines.

Melisa Recommended to accept the changes to the workplan, Sheryl seconded, moved to executive committee.

Communitywide Strategic Planning and Needs Assessment (CSPNA also know as CCA): Presenter, Deborah.

Existing information was updated. New features of the CSPNA are a section on births in each county profile, the survey results of all of the surveys, and Critical Challenges Action Plans outlined by each center supervisor. The plan is to revisit how implementation of these plans went on an ongoing basis and write a follow-up piece for next years CSPNA.

Melisa recommended to accept, Amy seconded, moved to executive committee.

Personnel Report: Mancole presented the personnel report.

New Hires:

Family Educator I/Home Visitor, Orchard Valley

Family Educator II, Minidoka

Promotion:

EHS Family Educator II, North Side to Head Start Family Educator III, North Side

Resignations/Retirements:

Family Educator II, Cassia

Food Service Manager, East End

Family Educator III, Little Wood

Family Educator II, North Side

Family Educator I/Home Visitor, Minidoka

Executive Committee Approval:

Family Educator III, East End
Family Educator II, Cassia

Melisa recommends to accept personnel actions, Amy seconds, moved to executive committee.

Melisa made a motion to adjourn the meeting. Amy seconded that motion. Meeting adjourned at 8:20 p.m.