

Policy Council Meeting Minutes

Mountain States Early Head Start

Via Zoom Conference Call

August 5, 2021

10:00 a.m. -12:30 p.m.

Meeting convened at 10:15 a.m.

Snack: fruit salad and strawberry orange muffins



Our Mission:

- Promote healthy pregnancies healthy babies.
- Enhance the development of very young children.
- Promote healthy families.

Policy Council Member Attendance:					
<i>Name & Title</i>	<i>Center and Representative Type</i>	<i>Present</i>	<i>Absent</i>	<i># of Absences</i>	<i># of unexcused Absence</i>
Policy Council Members					
Anna Fields,	Kootenai Parent Representative	x		1-July	
Karen Yothers – Community Library Network	Community Representative		x	1-August	
LaTonya Keough -NIC Head Start	Community Representative	x		1-July	
Megan Quaid	Kootenai Parent Representative	x			
Michelle Britton	Jannus Board Liaison	x		1-July	
Robyn Price	Kootenai Parent Representative	x			
Tali Nichols	Kootenai Parent Representative	x			

Staff Present: Jana Brooks, Kristin Moody, and Kimberley Seitz

Guests: NA

Call to order: Tali Nichols called the meeting to order at 10:15 am.

Roll Call/Membership Attendance: completed by Tali Nichols

Previous Meeting Minutes & Financials:

- Tali Nichols reviewed the May credit cards and financials. Tali made a motion to approve; La Tonya seconded. Motion for approval passed
- June and July Meeting Minutes were reviewed. Tali made the motion to approve; Anna seconded the motion. Motion for approval passed

Old Business (if applicable): New member introductions, officer elections, and approval of July and August business were reviewed/approved

- Officer elections: Kristin reviewed the different roles and responsibilities of the 4 officer positions
 - Robin would be interested in the secretary/treasurer position

- Tali is interested in any position not filled as is Anna
- PC members shared previous experiences in their roles with the group and election ensued:
 - Chair will be filled by Anna
 - Vice Chair will be filled by Megan
 - Sec/Treasurer will be filled by Robin
 - IHSA Rep will be filled by Tali
 - IHSA Alternate will be filled by Robin
 - Anna continues to be the IHSA Parent Rep for the Region

Roles and Responsibilities training on the Head Start Act governance requirements: Kristin Moody provided interactive games and discussion with PC members to help them understand their roles and responsibilities as well as that of the management and Board of Directors. Discussion ensued. See *Creating A Foundation for Successful Program Governance* PowerPoint and accompanying materials

Break: 10 Minutes

Table Discussions and Analysis: * We will start breakout groups at the October meeting.

* (See Table Descriptions & Purpose) groups switch July, January, and April.

Table “Report Outs”/New Business/Training (5 min. each)

Table 2 Program Design/Management Report Out: Reporter: Kimberley Seitz

- **Financial Report & Credit Cards:** The fiscal team is still closing out June’s financials, so there is nothing to share at this point.
 - Tali Nichols reviewed the credit cards and financials. Tali made a motion to approve; La Tonya seconded. Motion for approval passed.
- **Directors’ Report & Program Updates:**
 - **Grant Updates (if applicable)** NA
 - **Office of Head Start Updates (if applicable):** OHS continues to monitor the pandemic across the country and has been offering webinars around health and safety, mental health, working with families, and financial aspects to support a recovery.
 - **FC/Parent Trainer** interviews will be held next month
- **Community Assessment Progress: Reporter:** Jana Brooks provided an update on the community assessment (CA), which is being supported again this year by Arrowleaf Consulting. The CA is completed annually with a comprehensive one due with the five-year grant. We are evaluating factors such as houselessness and the impact of covid on our community. They are still gathering data. It will be presented in October to PC and the Board.

Table 1 (Engagement) Report Out: Reporter: Kristin Moody

- **Family Outcome Assessment Results:** Kristin reviewed the Family Outcomes infographic (included in packets) and shared that we had 45 families complete both assessments in the program year. The data shows 2.6 % increase from the first assessment. Slight decrease in mental wellness and child care (.04). Trends show highest scores in child’s health, reading/writing skills, and family safety. Lowest scores were in volunteering.

Table 3 (ERSEA) Report Out: Reporter: Kristin Moody for Ioana Siegler

- **Enrollment Report:** Kristin reviewed the ERSEA infographic (included in packets) around enrollment, actual enrollment vs funding, applications received, referrals, our disability percentage (25%), and eligibility based on categorical factors. You have the full report in your packets

Table 4 (Child and Family Services) Report Out: Kristin Moody for Aleta Garcia-Clute

- **Monthly Information Report: School Readiness Goals and Child Outcomes Assessment (June HELP checkpoint):**
 - Kristin reviewed the HELP assessment data from our last checkpoint in June. She identified how a smaller enrollment changes data quickly. We increased in perceptual motor and physical percentage this past round. All domains are in the high 90th percentile.
 - Jana described the purpose of the HELP checkpoint, how parents are involved in assessing their child, and how we use it as a program

Self-Assessment Planning: Jana Brooks shared the *Self-Assessment Plan* PowerPoint, which outlines the process PC will approve for this year’s plan. She shared examples from last year and how we used that data to make decisions and develop program activities. We will be reviewing ERSEA and inclusion this year. We want to ensure we are welcoming to all parents, types of families, and cultures. We will collect data, evaluate findings, and make recommendations to PC. This will then inform our program goals for the coming year.

Timeline: approval for the plan today; September focus groups will start (including PC); and the final report will be submitted in Oct/Nov.

Parents are in agreement with the plan and did not have any additional areas to focus on or any additional input or feedback.

Tali made the motion for approval; Anna seconded. Motion for plan approved.

Board report: the Board reviewed the prenatal services plan we revised; they are creating a liaison for each Jannus program using the EHS model; they also formalized the executive committee and budget committees. HR issues around recruitment and retention were also discussed as Jannus strategically tries to recruit and retain staff (key benefits include Jannus is family friendly; remote options; and culture of inclusiveness). Michelle said we will see an increase in refugees and shared some community data around the workforce and housing.

Parent Discussion/Updates/Planning: Parents - *Get phones out and add to calendar as needed:*

- Robin is the first parent who was pregnant to be part of our extended prenatal services. She said “so far, I’m liking it.”
- Just Between Friends is coming up in late September/early October; Anna is willing to take recruitment materials
- Cedar Mountain Farms is a new bed and breakfast in Athol that allows families to go out to the farm
- HS is focused on enrollment right now

Meeting Wrap-Up

- **Quarterly Recruitment Drawing - (March, June, Sept & December): Ioana Siegler:**
- **Quarterly Attendance Drawing: (March, June, Sept & December): Kristin Moody:**
- **Meeting adjourned:** Anna adjourned the meeting at 11:58 am.

Next Policy Council Meeting: October 7, 2021 10:00 – 12:00 at the CDA Center. There is NO meeting in September