**Policy Council Meeting Minutes**



***Our Mission:***

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

Mountain States Early Head Start

Via Zoom Conference Call

**October 7, 2021**

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

**Meeting convened at 10:07 a.m.**

**Snack: Muffin, string cheese, applesauce, hot chocolate**

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| --- | --- |
| Policy Council Member Attendance: |  |
| *Name & Title* | ***Center and Representative Type*** | ***Present*** | ***Absent*** |  ***# of Absences*** | ***# of unexcused Absence*** |
| Policy Council Members |  |
| Anna Fields, Chair | Kootenai Parent Representative |  | x | 2-July, October |  |
| Karen Yothers – Community Library Network | Community Representative | x |  | 1-August |  |
| LaTanya Keough -*NIC Head Start* | Community Representative | x |  | 1-July |  |
| Megan Quaid, Vice Chair | Kootenai Parent Representative | x |  |  |  |
| Michelle Britton | Jannus Board Liaison | x |  | 1-July |  |
| Robyn Metzger, Sec-Treasurer | Kootenai Parent Representative | x |  |  |  |
| Tali Nichols, IHSA Representative | Kootenai Parent Representative  | x |  |  |  |

**Staff Present: Ioana S., Jana B., Luanne J., Alisha W., Alison M., Jennifer H.**

**Guests:** Brandy Mendy (parent) – attending to see if she is interested in joining Policy Council.

**Call to order:** Talicalled the meeting to order at 10:07 am.

**Roll Call/Membership Attendance:** completed by Tali Nichols.

**Previous Meeting Minutes *(Approve/Disapprove)*:**

* All members reviewed the August meeting minutes***.*** Reminder that there was no September meeting but packets were sent to members electronically. ***LaTanya made a motion to approve Aug Meeting Minutes; Robyn seconded. Motion for approval passed.***

**Old Business (if applicable): N/A**

**Table Discussions and Analysis: \*** We will start breakout groups at the October meeting. *(Breakout groups did not resume this month due to the limited number of parent/community members in attendance.)*

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

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

**Table 1 Report Out:** **Reporter:** Loom video from Kimberley Seitz

* **Financial Report & Credit Cards *(Approve/Disapprove)*:**
	+ Robyn reviewed the August Credit Card Statement and Financials. September’s financials are still being finalized by fiscal. ***Robyn motioned to approve. Tali seconded and motion for approval passed.***
* **Directors’ Report & Program Updates:**  Loom video from Kimberley Seitz
* Grant Updates (if applicable) – N/A
	+ Office of Head Start Updates (if applicable) – N/A
	+ Semi Annual Report to the Board/PC – Ioana shared a Loom Video from Kimberley Seitz highlighting the program’s successes and challenges during the past 6 months. Those highlights include:
		1. Successes:
			- Our FC Lead, Teresa Rains, filled in for the Center Manager on maternity leave and then, again, when the CM left the organization. Teresa gained a lot of experience and exposure working with the leadership team and on projects program wide projects. Because of that, Teresa applied for and was unanimously chosen for the Health and Safety Coordinator position.
			- The Policy Council suggestion to have a parent trainer was complete and Jennifer Hepinstall was hired to fill the FC/Parent Trainer position. Jennifer introduced herself as the Parent Trainer sharing her excitement in this role and that she plans on working closely with parents and to support families.
			- Marketing and re-branding refresh: Social media and our new website is underway. All new recruitment materials are being distributed and promotional outreach in the community is underway.
		2. Challenges:
			- Our main challenge continues to be around enrollment. We know that some of this is due to having to go back to virtual services, but it can’t be helped with the community transmission rates for COVID being so high and our health district placing us in the red risk category.
			- Our other challenge is hiring staff. We continue to recruit for our Center Manager and Family Consultant positions and look forward to new energy and ideas new staff can bring. If you are interested in participating on our interview teams, please let your FC, Alison or Kristin know. We’d love to have you join us.

* **Share Final CA Update Results. Reporter: Jana Brooks**

Review MSEHS’ Community Assessment results– Jana reported that our Community Assessment is completed once a year giving us information on all three counties covering their strengths and challenges. We contracted with Arrowleaf Consultants to assist in formatting and updating the assessment. The CA report highlights the numbers on substance misuse, incarceration rates, LGBTQ2+ needs, pregnancies, housing, and poverty rates, etc. **A full copy of the Community Assessment report is available upon request.**

Jana shared the Executive Summary portion of the report showing the enrollment information for pregnant women and children, COVID cases update as of 8/17/21, vaccine numbers, community housing numbers, population changes, and poverty rates. Community challenges continue to be the housing/rental prices, rising opioid use rates and rising poverty rates. Jana also reviewed the numbers of children in Foster Care, those with disabilities, homelessness, LGBTQ2+ needs, and substance misuse. **A copy of the detailed Executive Summary is available upon request.**

Karen Yother (Hayden Librarian) thanked us for having the information available as they use that to help with their grant writing and funding.

**Table 2 Report Out:**  **Reporter: Alison Mangrum**

* Center Committee Reports – (all centers): We continue center closures to the public due to high COVID transmission rates and being in the red risk category for all 3 of our counties. HVAC work is starting in Lakeland Oct 11th-22nd and Nov 1st-19th for CDA. We are still hiring for Family Consultants and Center Manager. Please reach out to anyone interested and encourage them to apply. Alison announced that our new FC, Mackenzie Gilbertson will start on Oct. 25th in CDA pending her final background clearance.
* Parent Project and Parent Committee Report: Nothing to report

**Table 3 Report Out: Reporter: Ioana Siegler**

ERSEA & PIR Annual Report – Ioana shared the September ERSEA reporting on the following.

* Enrollment: Our funded enrollment is 153 slots. Sept is a very high transition time as we exit those 3 year olds that we kept during the summer months to fill the gap in services before they can transition into the next program in the fall, usually transitioning to Head Start or Developmental Preschool. Because of that, our actual enrollment dropped down to 92 at the end of Sept. We continue focusing on our recruitment efforts with our new messaging, word of mouth, social media, and enrollment plan. Other numbers include 9 new applications received and 8 new enrollments completed. Since July, we withdrew 13 applications due to families moving, unable to reach, etc. This information is also shared with the Regional Office during monthly calls.
* Disabilities: Currently we are at 23%, which is well over the required 10%.
* Eligibility: Numbers include income eligible (31/110), over income (10/110), Homelessness (25/110), Foster Care (6/110), and TANF/SSI (12/110).
* Referrals: Received referrals from Kootenai Health, Alternative High School, EHS parents and self-referrals.

**Table 4 Report Out: Reporter: Alison Mangrum**

* **Monthly Information Report: Nutrition:** Alison highlighted data from last PY and talked about collaboration with WIC (108 supported families) and SNAP (91 supported families). We have a nutrition contract with PHD’s registered dieticians to review our snack menus and provide trainings for staff about nutritional needs. Also, let families know they can reach out to them directly. We have a new partnership with Idaho Office of Drug Policy who provided menu/activity guides to encourage families to enjoy dinners together. More to come on that.

**Review MSEHS’ Progress on Program Goals: Jana Brooks –** Twice a year, we report on our program goals. Jana reported we made progress in all 6 areas.

* 1. We achieved all continuous improvement activities for last year. Hiring a parent trainer was our big success in that area.
	2. Continued to provide COS classes virtually – Jennifer helped facilitate those. Jennifer shared that all classes went well and received a lot of positive feedback on end of class surveys. With virtual classes being new, there are things that we need to work out, but we have high hopes that they will continue to be very impactful for families/community members. Date for next class TBD.
	3. Promoting daily wellness and help with building resilience/support retention. Trying to address each need as it comes up.
	4. Met our succession goal with the Lead FC which was Teresa and now she is our Health & Safety Coordinator and Jennifer as our new FC/PT.
	5. Our PG Coordinator (Catie) has added part-time caseload to increase her development. Staff development is still very strong with training.
	6. Enrollment will be the large focus going forward. Tali shared that she received a flyer from her son’s school with our info in there.

**Review School Readiness Goal Updates *(Approve/Disapprove)*: Alison Mangrum**

 Alison stated there were no changes to the goals, but there were data updates to the following SRG domains, and approval is needed.

* Approaches to Learning domain: New data shows that 97% children maintain rate of development, performing at age-level norms.
* Social and emotional domain: 98% of children maintain their rate of development, showing a slight dip from the 100% for fall & winter checkpoints.
* Language and Communication domain: 97% of children maintained their rate of development, showing a 6% decrease for fall & winter checkpoints.
* Cognition domain: 97% of children maintained their rate of development for fall, winter and spring checkpoints.
* Perceptual Motor: 99% of children maintained their rate of development for fall, winter and spring checkpoints.

***Tali made a motion to approve the SRG data updates; Robyn seconded. Motion for approval pending phone votes due to no quorum as LaTanya and Megan left the meeting early.***

**Understanding ERSEA & PIR: Ioana Siegler** – Ioana proposed the ERSEA Training be tabled until our meeting in November so it is not so overwhelming since we reviewed a lot of big project information. **All PC members agreed and item tabled**. Ioana did review the 2019-2021 PIR information. This is a report required by all HS/EHS programs and focuses on the enrollment numbers for the past three years. Those numbers include:

* Total Cumulative Enrollment: 251 in 2019 / 259 in 2020 / 212 in 2021.
* Completed Program: 52 in 2019 / 45 in 2020 / 58 in 2021
* Completed Program Term Rollover: We average about 83% retention rate.
* Pregnancy to Newborn Enrollment: This is a big success as we maintain 98% rate of babies being enrolled in the program after birth

We continue to work on reaching our full funded enrollment of 153. We have a new look, new materials, a new website coming soon and focusing on social media. Ioana gave us a sneak peak of our new logo, rack cards, business cards, pens, stickers, window clings and pocket cards.

All the report information is available in your PC packet. **A copy of the PIR/Enrollment comparison report will be included in the November PC packet**.

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

The Just-Between-Friends sale is coming up this weekend

Alison asked everyone to be on the lookout for emails with upcoming surveys asking for feedback on various items.

**Parent/Child Activity Idea:** Ioana shared an amazing TED talk video titled “How Every Child Can Thrive by Five”.

**Meeting Wrap-Up**

* + **Quarterly Recruitment Drawing** *- (March, June, October & December):* **Ioana Siegler**: Congratulations to Kimberly Martin. Enjoy your new crockpot.
	+ **Quarterly Attendance Drawing:** *(March, June, October & December):* **Kristin Moody:** Nothing this month.
	+ **Meeting adjourned:** Tali N.adjourned the meeting at 11:29 am.

**Next Policy Council Meeting: November 4, 2021 10:00 – 12:00 via Zoom.**