**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

**December 2, 2021**

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

**Meeting convened at 10: 02 a.m.**

**Snack: Cranberry pumpkin muffins, cheddar cheese, cuties.**

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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 Rep | X |  | 2-July, Oct, |  |
| Brandy Mendy | Shoshone Parent Rep | X |  |  |  |
| Karen Yothers – Community Library Network | Community Rep | X |  | 2-Aug, Nov, |  |
| LaTanya Keough -*NIC Head Start* | Community Rep | X |  | 1-July |  |
| Megan Quaid, Vice Chair | Kootenai Parent Rep |  | X | 2-Nov, Dec |  |
| Michelle Britton | Jannus Board Liaison |  | X | 2-July, Dec.  |  |
| Robyn Metzger, Sec-Treasurer | Kootenai Parent Rep | X |  |  |  |
| Tali Nichols, IHSA Representative | Kootenai Parent Rep | X |  |  |  |
|  |  |  |  |  |  |

**Staff Present:** Kimberley S., Kristin M., Luanne J., Erin A., Mikayla B., Jennifer H.

**Call to order:** Anna called the meeting to order at 10:02 am.

**Roll Call/Membership Attendance:** Completed by Kristin.

**Previous Meeting Minutes *(Approve/Disapprove)*: *Brandy motion to approve the November Meeting Minutes, Tali seconded and motion for approval carried.***

**Old Business (if applicable):** Nothing to report

**Connection – Let’s talk turkey!:** Kristin introduced Mikayla Brown, our new LL/Sdpt Center Manager. Mikayla shared her background and experience working with young families. She is very excited to join the EHS team and we are thrilled to have her. The P.C. members introduced themselves and shared their backgrounds. Everyone also shared Thanksgiving stories and their favorite food.

**Table Discussions and Analysis: \*** *Breakout groups will resume when we are no longer in a virtual format.*

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

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

**Table 2 Report Out:**

* **Financial Report & Credit Cards *(Approve/Disapprove)*: Reporter: Robyn Metzger/Kimberley Seitz**

Robin was not present at the time of review, so the November financials and credit card statements were tabled until the January meeting.

* **Directors’ Report & Program Updates:**  **Reporter:** **Kimberley Seitz**
* **Grant Updates (if applicable):** See below under Job Description
	+ **Restructuring and Staff Updates & Hiring (if applicable): N/A**

* + **Office of Head Start Updates (if applicable):** Kimberley reported the OHS released the Final Rule, which provides a new regulation on 11/30/21 stating they are requiring all HS/EHS staff to be vaccinated or have a medical or religious exemption by 1/31/22. We have been working closely with HR and it will be going to the board either this week or next. They also stated that for any services we provide, we will be requiring masking for everyone 2 yrs. old and up unless there is an exemption in place. We are trying our best to figure out how that will work best for our organization, so please be patient with us while we work through it.
	+ **Facebook news:** Kimberley shared the exciting news that we are seeing a lot more people on our Facebook page. Anytime you can like us, share us or make a comment, it helps increase our search ability and helps recruit and find parents. Keep liking us! Our ultimate goal is to increase enrollment.
* **Updated Job Description –** **Office Coordinator:** All P.C. members received the new Office Coordinator job description in their packet and reviewed. Luanne is retiring in April and this will be replacing her current Program Assistant job description.

***Anna motioned to approve the new Office Coordinator Job Description and LaTanya seconded. Motioned carried.***

Kimberley also shared that Mari Noonan is retiring in May. Her Center Assistant/Cook job description is being reviewed and will be submitted for approval at the P.C. meeting in January or February, 2022**.**

**Table 1 Report Out:**  **Reporter: Kristin Moody**

* **Center Committee Reports - all centers:** Our Tandoori Chicken with Kachumbari cooking class was a big success with 11 parents attending. Brandy and Tali attended and then made it at home and their families said it was delicious.Anna also attended and looks forward to trying the recipe soon.

Upcoming events include:

* Sugar Cookie Cooking Class - December 16th from 1-2 PM on Zoom. This is a recruitment opportunity where you invite an eligible pregnant mom or friend with eligible children. You and your friend will receive all the ingredients and cookie cutters. The link will be shared by your FC, but if you need more information, please ask.
	+ Our first perinatal group will be held on December 9th from 10-11:30 with the topic around post-partum self-care. Shelley Phillips, a local counselor will present on strategies and connections. There will also be a drawing for a nice self-care basket.
	+ IHSA is coming up February 8,9,10, 2022 and will again be held virtual. Since it’s virtual, we can open it up to have more attendees. Child care stipends will be available if needed. Anna shared that the focus was shifted a bit this year from funding to recruitment. This is due to having an overabundance of funding and low enrollment numbers across all Idaho programs. Anna encourage everyone to attend, as this will be a great opportunity to attend the parent Q & A sessions. There will be more information shared soon by staff and on our Facebook page.
* **Parent Committee & Project Report**: Nothing at this time.

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

* **ERSEA & PIR Snapshot –** Ioana provide a Canva video outlining the ERSEA Infographic sharing the following November numbers:
	+ - Enrollment: We currently have 94 enrollments of the 153 available slots. We received 7 new applications, completed 6 eligibility verifications and 5 new enrollments. We withdrew 3 applications due to no response from families.
		- Disabilities: We are at 20% (double the required amount and mostly due to our strong relationship with ITP).
		- Eligibility: We have 36.2% families that are income eligible; 8.5% with income @ 100-130; 9.6 % over income: 29.8% experiencing homelessness, 9.6% receiving public assistance; and 6.4% foster care.
		- Referrals: We received 7 referrals in November. 3 from Cda Peds, 2 from H&W/CFS, 1 from Mountain View Alternative High School and 1 from Kootenai Health.

**Table 4 Report Out: Reporter: Erin Ault**

* **Monthly Information Report: School Readiness Goals & Child Outcomes –** Erin shared the Fall 2021-22 HELP Child Assessment outcomes. At the end of October, our Family Consultants completed the first ongoing 2021-2022 PY assessment checkpoint and the outcomes are as follows:

* + Participation: We had 42% (or 38 children) completed the fall checkpoint. This has been consistently low through the pandemic. 1/3 of those were due to low parent participation, meaning the FC didn’t have enough in-person time with families to accurately assess the child’s development. It’s very difficult to make the assessment virtually. Some children were newly enrolled and there was not enough time to gather the data, some dropped or exited the program before their checkpoint came about and some were in foster care. All children under 4 months of age were not included. Of the 38 children, half of them also completed the spring checkpoint, so there was some rollover from that.
* Outcomes: We had 92.1% of children at age expectancy in Language & Communication (-0.9%); 97.4% in Cognition (+1.4%); 94.7% Approaches to Learning (-1.3%); 97.4% in Social & Emotional (+1.6%) and 97.4% in Perceptual, Motor & Physical (-2.6%).
* Disabilities Summary: We started the program year strong at 25% and maintained that through September. Our numbers in October and November were slightly below 20%, but we are still well above the 10% requirement.

**Order of Business:**

**Annual Report & Program Goals: Kimberley Seitz**

**Annual Report:** The P.C. members received the annual report in their packet and Kimberley gave a special call out to Anna for being our IHSA Rep. Kimberley’s favorite part was reading all the parent stories and encouraged everyone to read that part of the report if they can’t read it all.

**Program Goals:** MSEHS is recommending four changes to the current Program Goal’s objectives and strategies, which were informed by the Self-Assessment and Continuous Improvement Plan. Kimberley reviewed the following goal changes.

1. Under Goal 1: MSEHS is a well-known leader in the community
	1. *Add Objective:* We will improve communication with community partners and prospective families to prioritize enrollment.
	2. *Add Strategy:* We will develop communication scripts, resources, and materials to support better understanding of our program
2. Under Goal 4: MSEHS has effective management systems that provide effective oversight
	1. *Add Objective:* We will implement systems to understand our return on investment (ROI) from agencies, events, and social media platforms, helping us focus our energy on recruitment efforts that yield the highest return.
	2. *Add Strategy:* We will strengthen our ERSEA data collection and analysis processes to measure the impact of recruitment activities to include the number of enrollments and referrals
3. Under Goal 4: MSEHS has management systems that provide effective oversight
	1. *Add Objective*: Determine if moving from ChildPlus to another database that is focused on Home-Based services is a viable option
	2. *Add Strategy:* The Child and Family services team will evaluate record keeping and monitoring database options for Home-Based programs, including their fee structures, training required, technology requirements, customization of reports, and user and program support provided
4. Under Goal 3: We enhance parent-child relationships
	1. Add Objective: Ensure that our centers are inclusive and welcoming
	2. Add Strategy: Using tools provided by the Office of Head Start, we will evaluate our centers and make changes as appropriate
	3. Add strategy: We promote and support an unwavering commitment to a culture of belonging and to fostering diversity, equity and inclusiveness is at the heart of Jannus.  We embrace and celebrate the diversity of our staff, partners, volunteers and the communities we serve as reflected in our dedication to furthering these values through our policies, programs and all that we do.

Kimberley asked if there was any feedback, questions or concerns. After discussion, Kimberley stated that a vote was needed from the group.

***Tali motioned to approve the recommended program goal changes. Robyn seconded and the motion is approved.***

**In-kind/Parent Teaching: Erin Ault**

Erin asked the parents for feedback on how the parent-child education, activities/In-Kind is going and if there were any comments or concerns. Is the way we are collecting the activity/in-kind sheets working or do you want to see something different?

Erin suggested creating a calendar and when activities are completed, parents would color in that square on the calendar. That would be a different way to track parent/child activities. Tali suggested a Pinterest Board for EHS families.

Erin thanked everyone for their feedback and will research the Pinterest Board option. Great ideas.

**Board Report: Michelle Britton** is unable to attend this month. She will present next month on Board activities.

**Library News: Karen Yother** shared some upcoming library activities below. Contact Karen for details.

* Virtual story time for families
* Grab N Go Kits. If FC’s need more, please let her know.
* Still have in person programs including story time at Farragut
* New Year’s Eve Outside – so bundle up.
* The 1000 Books before kindergarten program
* Resources to take advantage of… Free Library cards, ebooks, audio books, braille kits, sign language kits, art kits for families, and much, much more.

We have a network of 27 local libraries to utilize and your card will cover all locations. You can pick up at one location and drop off at another location. Unfortunately, Sandpoint libraries are not in this library network. Brandy mentioned that she lives in an area where she has to pay for her family library card. Kimberley and Kristin will look into providing support to families outside the network that need to pay for cards to help remove any possible barriers. This supports our Language and Literacy outcomes and Program Goals.

**New Materials Contest: Kristin Moody**

Kristin tallied the new recruitment materials contest numbers and announced the winners. Congratulations to Robyn, winner of the $25 Walmart gift card, and to Anna, the winner of the coffee cup/goody bag drawing.

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

* Tali posted some EHS enrollment information on her parent’s group Facebook board and received some great questions. She asked if we could provide more detailed program information she can post. That’s a great idea. Erin will look into that.
* Current/upcoming events include Toys for Tots, this Saturday is the Hayden parade and lighting ceremony, CDA and Rathdrum Fire Dept. will be holding their annual food drive through the neighborhoods with Santa, Shoshone’s Christmas Fund, who handles all the gifts, have extended through Dec 4th. Kellogg does theirs through the school, so contact them if interested, Wallace Parade is this Saturday, Cabela’s Santa w/free photo.
* Santa Cares: Sensory Friendly Santa Photo Experience for children with special needs at the River Park Square Dec. 5th from 9-10:30. Click the link for more info. <https://www.riverparksquare.com/events/santa-cares-a-sensory-friendly-santa-photo-experience?fbclid=IwAR3NYgnycoyjQcYK3tIO1aFwO0qOdF89VLmYp3rpTbdpoqAHqdzoO8hv60Q>

**Parent/Child Activity: Erin Ault –**

Erin asked how last month’s activity went with the tape and fine motor skills. The kids really enjoyed it.

This month is around language. Erin’s challenge is to find 5 minutes a day to have meaningful conversations with your kids. This will strengthen the language ability and get them more engaged. She share a video titled “Dad has a full convo w/his baby”.

**Meeting Wrap-Up**

* + **Quarterly Recruitment Drawing** *- (March, June, October & December):* **Ioana Siegler**:
	+ **Quarterly Attendance Drawing:** *(March, June, October & December):* **Kristin Moody:** Congratulations to October’s winnerTali, self-care kit, and December’s winner, Robyn, $25 Walmart gift card.
	+ **Meeting adjourned:** Anna adjourned the meeting at 11:47 am.

**Next Policy Council Meeting: January 6, 2022 10:00 – 12:00 via Zoom.**