

## Policy Council Minutes

7-31-18

Submitted by: Jennifer O'Hare and Kerry Mehling

**Members Present:** Donna Reynoldson, Gloria Morales, Trevor Soule, Jennifer O'Hare

**Staff Present:** Donna Jenne, Pam Hebbert, Kerry Mehling, Vera Linz, Maria Perez

Jennifer O'Hare called the meeting to order at 6:14pm. Members reviewed the minutes from the June meeting.

**Jennifer O'Hare moved to approve the June minutes. Gloria Morales seconded the motion. Motion carried by roll call vote and email responses following the meeting by members who were absent.**

### **Director's Report:**

All members received a copy of the Director's report. Donna discussed the report in its entirety. The programs are actively looking at applicants, enrolling students and staff have been involved in several recruitment events over the summer and ongoing. There is a large number of applicants who are qualifying as over-income, especially in Kimball and Bridgeport. This has become a national issue as minimum wages have increased and the federal poverty guidelines have not changed. Conversations are taking place with the regional office to notify them of this trend. Staff has been attending training programs throughout the last month. The program staff are continuing to talk to the area public schools regarding potential partnership opportunities.

### **Finance Report:**

Pam Hebbert discussed the Finance Report for June. All members received copies of the monthly report and credit card expenditures. Pam submitted the end of year reports by their due date. There is still one expense to be reported for July before the reports can be finalized. EHS had \$10k dollars that was unspent at the end of the year due to the notice of the EHS program needing to relocate. A new water filtration system and carpet was bought with the intent to install it in HFRC. We will hold on to it until we find a new location for HFRC.

Pam added a line item breakdown for "one-time purchases" to show how the end of the year funds were used. Equipment was upgraded including an additional vision screening machine to be utilized in the centers as it has been difficult to share only 1 because of the distance of some of the centers. The increase in expenses this year over this time last year is mostly due to the increase in wages for staff. Pam reported that the in-kind requirement was met for the grant year. Kerry reviewed the USDA reports for June. **Donna Reynoldson motioned to approve the June Finance report. Trevor Soule seconded the motion. Motion carried by roll call vote and email responses following the meeting by members who were absent.**

### **Board Report:**

There was no Board meeting in July.

### **Old Business:**

#### **Update on approval items from May and June meeting:**

There was no quorum for the May or June meetings. Kerry spent a lot of time e-mailing members to get their votes. All agenda items were approved through e-mail votes for the May and June meetings.

#### **Staff Terminations (Executive Session):**

There were terminations that took place at the end of the year. Discussion took place regarding the scenarios that lead to these terminations while respecting confidentiality of staff members. **Gloria Morales moved to approve the Staff Terminations. Trevor Soule seconded the motion. Motion carried by roll call vote and email responses following the meeting by members who were absent.**

### **New Business:**

#### **Nutrition Written Plans NU01 – NU06:**

Staff and families work together to identify the nutritional needs of each child individually, taking into account staff and family discussions. The programs then design and implement a nutrition program for each child based on their identified needs and assists families with nutrition. Nutritional services in center-based settings contribute to the development and socialization of enrolled children. Evidence of compliance with applicable laws is posted by the programs. Provisions to meet special needs are incorporated into the nutrition program.

**Donna Reynoldson motioned to approve the Nutrition Written Plans NU01 – NU06. Jennifer O’Hare seconded the motion. Motion approved by roll call vote and email responses following the meeting by members who were absent.**

#### **Enrollment/Recruitment Update 2018 – 2019:**

The number of applicants that are over income is really high. Federal Poverty Guidelines haven’t been updated and is being discussed on the national level. The programs are working really hard to find income eligible applicants. Only 10% of over income applicants can be enrolled in the programs.

#### **EHS Facility Update 2019 – 2020:**

Need a letter in writing from CAPWN stating we need to relocate from HFRC. There are not any facilities that already meet the federal licensing requirements we need. Trying to establish a partnership program with Gering Public Schools that would relocate kids from the WNCC CDC to a classroom at the school. Then the children from HFRC can move to the WNCC CDC location. The program is currently working with WNCC representatives and CAPWN to develop a new lease for the CDC location as it is utilized by both programs.

#### **Federal Review:**

The results from the Federal Review have been received. Both programs met all the required standards and no concerns or deficiencies were found.

#### **Class Size with Partnerships Waiver:**

Maximum classroom size per regulations is 18 children. We would like a waiver to go up to 20 for our partnership classrooms. Most of our partnerships usually end up with 20 children and feel that this is best to serve all age eligible children in their communities. **Donna Reynoldson moved to approve the Class Size with Partnerships Waiver. Gloria Morales seconded the motion. Motion carried by roll call vote and email responses following the meeting by members who were absent.**

#### **Employment Waiver:**

Per the HS Performance Standards, all Teachers need to have an Associate’s degree. The Bridgeport candidate has applied for her CDA and has an AA, but not in early childhood education. The CDC teacher has a CDA and is enrolling in college classes to obtain her AA. Both agreed to pursue their education degree in early childhood education and to complete that within three years. The program has been advertising since May 2018 and has not received applicants with the credentials already fully in place. **Gloria Morales moved to approve the Employment Waiver. Jennifer O’Hare seconded the motion. Motion carried by roll call vote and email responses following the meeting by members who were absent.**

#### **Employment Openings:**

Early Development Network – Part-Time Services Coordinator in Scottsbluff and Banner Counties

Autism Behavioral Specialist – Full-Time

Teacher of the Visually Impaired – Full-Time

Therapist/Psychologist – Part-time to Full-time  
HS Teacher in Scottsbluff, Sidney and Bridgeport – Full-time  
HS Assistant Teacher in Scottsbluff and Sidney – 35 hours/week  
Substitute Job Coaches for the 2018 -2019 school year for LifeLink School  
Substitute Teachers for the 2018 – 2019 school year for Meridian and LifeLink Schools  
Substitute Para-educator for the 2018 – 2019 school year for Meridian School

**New Hires:**

Regina Gonzales – Bridgeport Teacher – 40 hours (waiver)  
Ashley Hickman – Central Assistant Teacher – 35 hours  
Stephanie Coley – EHS HFRC Assistant Teacher – 35 hours  
Kristy Hollingsworth – Sidney Teacher – 40 hours  
Erin Hudspeth – Sidney Assistant Teacher – 35 hours  
Raymond A – Food Prep and Janitor Position – 25 hours  
Tara Gress – Teacher CDC 3 – 40 hours  
Jessica Goodrich – Assistant Teacher CDC 3 – 35 hours  
Eluisa Duque – Teacher CDC 4 – 40 hours (waiver)  
Soledad Duarte – Assistant Teacher CDC 4 – 35 hours

**Trevor Soule motioned to approve the New Hires. Gloria Morales seconded the motion. Motion carried by roll call vote and email responses following the meeting by members who were absent.**

**Center Reports:**

Center reports were given by HFRC

**Meeting was adjourned at 7:46pm.**