

Policy Council Meeting

10-12-19

Submitted by: Kerry Mehling & Brittany Crofutt

Members Present: Brittany Crofutt, Laura Morehead, Kelsey Duffield, Kathrine Macintosh, Veronica Torres, Lori Lore, Perla Lara, Stephanie Dominguez, Gloria Morales, Mattie Bauer.

Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert

Policy Council Meeting called to order by Gloria Morales. Members reviewed the minutes from the September meeting. **Brittany moved to approve the September minutes. Kathrine seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Donna discussed the report and continued training with members on the program requirement and reporting. Donna discussed that we are fully enrolled right now. There are no over income families in EHS and 10% in HS. Donna made a correction for the grant year listed on the report from 2018-2019 to the current 2019-2020 year. Currently, the program is serving 14% of children with disabilities in Head Start and 10% in Early Head Start. The health requirements hold deadlines of 30, 45, or 90 days to meet. Some of the percentages are low due to the beginning of the school year and trying to get all the data entry in. The program has 2 family advocate vacancies. There has been a lot of enrollment turnover for Home Based families. Currently the program is working on finishing all of the health screenings and making the appropriate referrals as needed. A Community Health Day was held on October 2nd where children in the Head Start Centers in the Scottsbluff/Gering area received vision and dental screenings courtesy of Scottsbluff Vision Clinic and Panhandle Public Health District. The program also receives a significant amount of In-Kind from this donated time by providers in the community.

Finance Report:

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, began fiscal training with the newly elected Policy Council members. Members received a list of definitions that are important for fiscal monitoring. The program currently reports 11.84% administration costs. Pam explained to members that this percentage cannot exceed 15% and it is something that they should review each month. Pam then discussed the August USDA report and trained members on reimbursable and non-reimbursable meals as well as cash in lieu. The September USDA report was not presented as it is not completed yet at this time so it will be presented in November. The credit card expenditure report was reviewed and explained. ***The September USDA report was tabled to the November meeting. Lori moved to approve the finance report. Perla seconded the motion. Motion carried by roll call vote.***

Board Report: There is no board meeting report yet for this month.

Old Business:

Approval of August USDA report (included in Finance Report).

New Business:

Meeting Dates/Times/Committee Elections: Members agreed to keep the Policy Council meetings scheduled for the last Tuesday of every month. The "Timeline" Tab in training binders has the meeting dates as scheduled for the 2019-2020 year. Meetings will begin at 6p.m. with a meal and childcare at every meeting. We will elect officers and committees at the November meeting.

Approval of the HS Philosophy: Members reviewed the HS Philosophy and all received a copy in their Program Governance Training Binder. **Perla moved to approve the HS Philosophy. Veronica seconded the motion. Motion approved by roll call vote.**

Approval of the By-Laws: Members reviewed the by-laws with explanation by Kerry Mehling. All members received a copy in their Program Governance Training Binder. **Lori moved to approve the by-laws. Kelsey seconded the motion. Motion approved by roll call vote.**

Review of Governance Written Plans (voting in November): All members received a copy of the Program Governance Written Plans including Policy PG01-PG20. Members were asked to read through the policies prior to the November scheduled meeting. Staff will discuss the policies and address any questions at that time before asking for approval of the written plans.

5 Year Grant: Donna discussed the process and reviewed past suggestions as made by the Policy Council group and staff discussions. The grant must be submitted by Dec 31, 2019. The goal is to have it submitted before winter break. More need has been identified for EHS slots vs. HS slots so the program is looking at transferring some of those slots to EHS from HS. We have been struggling to fill the half day services due to parents request for full day. Gering schools has also reached out to ESU 13 regarding a possible partnership in the future. Discussion also took place regarding moving some of the spots to Home Base in the outlying areas such as Bayard, Bridgeport, Sidney.

Employment Openings were passed around for members to review. Openings included:

EIHFT Family Consultant – Full-Time
 Head Start Family Advocate – Scottsbluff area – Full-Time
 Human Resources/Communications Specialist – Full-Time
 Head Start Assistant Teacher – Scottsbluff – 35 hours/week
 Substitute Job Coaches for the 2019-2020 school year
 Substitute Teachers for the 2019-2020 school year
 Substitute Para-educator for the 2019-2020 school year

New Hires and/or Terminations:

No staff terminations to report.

New Hires include:

Monica Dominguez – Bridgeport Assistant Teacher – 35 hours/week – 10 month position

Perla moved to approve the new hires. Mattie seconded. Motion carried by roll call vote.

Forms Training: Kerry discussed the use of the Policy Council In-Kind form, Mileage and child care expenditure reimbursement forms with completion of a W-9 for the Fiscal Office, as well as expectations for completion of the Center Report Form. All members received a copy for training purposes.

Confidentiality Statement/Training Evaluation: All members were asked to read and sign a statement of confidentiality as they move into their new roles as Policy Council Representatives for ESU#13 Head Start. Confidentiality in their role was discussed in depth. Members also turned in an Evaluation for the Program Governance Training.

Center Reports: None this month.

Meeting adjourned at 12:15p.m.