

Policy Council Minutes

4-30-19

Submitted by: Brittany Crofutt & Kerry Mehling

Members Present: Brittany Crofutt, Katherine Macintosh, Chasity Duarte, Michael Amaya, Alisha Coffman, Gloria Morales, Kasi Chabot

Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert (via phone), Jo DeWitt

Gloria Morales called the meeting to order at 6:14pm. Members reviewed the minutes from the March meeting. Kasi Chabot moved to approve the March minutes. Alisha Coffman seconded the motion. Motion carried by roll call vote.

Director's Performance Report:

All members received a copy of the Director's report. Donna discussed the report in its entirety. The ESU#13 Health Manager and staff are working to increase the completion percentages of the Dental Exams and Lead Screenings. There is 1 opening in EHS and they're working on filling it within 30 days. There are 3 openings in HS but those won't be filled due to the school year almost ending before the 30 day window expires. Brittany discussed that at the Health Advisory Meeting the group clarified content that is needed on the Release of Information Requests that are sent to providers. The group discussed that the person submitting the form must be very specific on the request otherwise providers will just disregard the request. Hopefully that will also help the percentages for health requirements go up as well if requests are sent in with complete information so that providers are able to respond with the documentation needed.

Finance Report:

Pam Hebbert discussed the Finance Reports for April. Pam was phoned for the report because of inclement weather. All members received copies of the monthly report and credit card expenditures. Pam stated that they did purchase a new car for \$20,000 and that will go on next month's report. She also talked about the budget for the repairs and getting ready to move HFRC to the current CDC Building next year. We will finish the year under the 15% for Administrative costs.

Pam also gave an update on the COLA Application. The HS/EHS program received notification the first part of April that the COLA (Cost of Living Adjustment) grant was awarded. The COLA was implemented April 1, and staff will see it reflected in their May 1 paycheck. The COLA funding includes a 1.77% increase. The COLA implemented to staff salaries includes a 2.3% increase.

USDA report was also presented by Kerry for March. **Chasity Duarte moved to approve the Finance Reports. Kasi Chabot seconded the motion. Motion carried by roll call vote.**

Board Report: Kerry went to the meeting as Donna was away at a conference. They had a little party for Dr. West as he moved out of state. The BOD approved some staff resignations throughout the meeting. ESU#13 is in the process of building a bus barn.

Old Business: None

New Business:

Transportation Written Plans TR01-TR12: All members received the written plans in their packets. Donna Jenne reviewed them with members. No further discussion. **Kasi Chabot moved to approve the Transportation Written Plans. Alishia Coffman seconded the motion. Motion carried by roll call vote.**

Family & Community Partnerships Written Plans FP01-FP02, FP04-FP07, FP09-ED & FP09-SS-FP10, PP01-R, P03-d: All members received the written plans in their packets. Kerry Mehling reviewed them with member. No further discussion. **Chasity Duarte moved to approve the Family & Community Partnerships Written Plans. Kasi Chabot seconded the motion. Motion carried by roll call vote.**

Discuss Community Assessment for coming year: During the 2017-18 school year, the program consulted with an outside agency to conduct a complete community assessment. When the grant was written in December 2018, the program found there were some areas that needed more data, in particular, support for Home Base services in the Kimball and Sidney areas. So, when working on data that will support the completion of the 5-year grant, the management team will be looking at some other ways to get more concrete information in these areas and for possible service changes. Some ideas include: working with Panhandle Public District for health and birth rates, accessing Public Schools for trends in enrollment, family needs, free and reduced school lunches, and family composition. ESU 13, in partnership with the Buffet Early Childhood Institution, worked collaboratively to develop focus groups in the Nebraska Panhandle to better understand what is needed to improve early learning and development outcomes for children and created a book that outlines all the public-school districts and the findings in each community. This data will be utilized as well. The program is also looking into starting own their own focus groups and utilizing the self-assessment process for more information that will guide the 5 year grant process.

Discuss Results of Self-Assessment: Throughout the year the program conducted 3 assessments for parents and teachers. The 1st set of survey results were presented in the fall. The 2nd parent and staff surveys focused on relationships between staff and families, and relationships between teams. The scores for the 2nd parent surveys were presented and were very good all around. The 2nd staff surveys also were very good. Not all staff have that day to day contact with children and families. The 3rd set of surveys are in process at this time and results will be presented this summer.

EHS/HS Grant Review/Changes for 2019-2020 Year: The 2019-2020 grant was approved. Changes in the grant include some facility changes as have been discussed throughout the year. HFRC EHS children are moving to CDC. Several of the preschool classrooms at CDC will then be moving to alternate locations including: a modular at Northfield Elementary in Gering, and another off site location that is still in process. Scottsbluff Bear Club is still waiting on their expansion grant results. This will determine other possible locations for preschool children. As discussed, the program is closing the Sidney HS to move into a partnership with Sidney Public Schools. Kimball HS will also be closed at this time and there will no longer be any HS services in the Kimball area. A partnership with Kimball Public Schools has not been established. Lastly, the partnership that has previously been held with CAPWN in the infant/toddler classrooms at CDC for 8 children will be dissolved. This is due to each of the programs requirements and difficulty filling enrollment based upon those.

Review 5 Year Goals: Members were able to review the 5 year goals that were established in 2015-16 and continue through the 2019-2020 year. Each 5 year grant cycle requires the development of program goals. Currently, there are 3 goals with many objectives and actions that are being completed with the current 5-year grant cycle. Goal #1 is talking about recruitment, staff growth, and professional development. Goal #2 is to hire and retain driven staff members. Goal #3 is focused on enhancing systems to support service delivery to staff, children, and families.

Employment Openings:

- Teacher of the Visually Impaired – Full-Time
- Speech/Language Pathologist – Part-Time and Full-Time
- Head Start Teacher Assistants – Scottsbluff & Bridgeport 35 hours per week
- Regional ASD Coordinator – Full-Time
- LifeLink Special Education Teacher – Full-Time
- Regional Migrant Education Program Recruiter – Full-Time
- Migrant Education Summer School Teachers
- Migrant Education Summer School Para-professional (Teaching Assistant)
- School-based Mental Health Therapist – Full-Time/10 month
- Substitute Job Coaches – LifeLink School
- Substitute Teachers – Meridian and LifeLink Schools
- Substitute Para-educator - Meridian

New Hires: Jackie Marquez- Assistant Teacher HRFC – 35 hours per week. **Chasity Duarte moved to approve the New Staff Hires. Katherine Macintosh seconded the motion. Motion carried by roll call vote.**

Center Reports

Center reports were given by: CDC 2, CDC 3, Scottsbluff Bear Club Roosevelt, Mitchell, HFRC, Home-Based, Central.

Meeting was adjourned at 8:13 pm.