

Policy Council Meeting
10-10-20
Submitted by: Kerry Mehling

Members Present: Kaci Fowlkes, Kristina Stokes, Kelsey Duffield, Lydia Scott, Nellie DeLosSantos, Chelsea Vogelgesang, Laura Morehead, Delisha Neal, Jeanette Lara, Kathrine Macintosh, Amanda Flores, Tyson Flores.

Staff Present: Donna Jenne, Pam Hebbert, Kerry Mehling, Maria Pineda

Policy Council Meeting called to order by returning member and Vice President from the 2019-2020 school year, Kathrine Macintosh at 10:38m. Members reviewed the minutes from the September meeting. **Kelsey moved to approve the minutes. Laura 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 requirements and reporting. Donna briefly discussed the eligibility requirements for income status, the requirement to have at least 10% of children enrolled who have diagnosed disabilities, and to meet 85% attendance for children program-wide. Donna highlighted that there are still some openings in both the Early Head Start (EHS) Home Base program and the Center Base Head Start (HS) programs. This is due to COVID-19, normally we would have to be fully enrolled, but during the pandemic there are some flexibilities as most programs are struggling to reach full enrollment. She then discussed the health and developmental screening requirements and the activities that are ongoing at this time to meet those requirements. The program is working on gathering documentation of dental and physical exams, immunization records, and lead screenings to meet the 90 day requirements.

Parents in attendance who receive the Ready4K messages commented that they really like the program and the tips that they receive every week via text messages.

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. Pam shared with the members that the program receives grant funding in the amount of \$3,313,210.00 and how important it is to have the input of staff, Policy Council and the Board of Directors to help us monitor the expenditures and the services provided. Pam explained what "allowable cost" means in reference to the grant funding. She also explained each of the reports, differentiating between operating and training and technical assistance (T/TA) funds, describing administration percentage maximums, and reviewing the credit card expenditure report. She explained that Early Head Start (EHS) and Head Start (HS) funding is tracked separately. Next, she discussed the various components and account descriptions of the reports to help members as they learn to review these financial documents and summarized how the program spends money and pays bills each month.

Pam stressed that the program is only allowed to spend up to 15% in administrative costs (this would be monies to pay the people working in offices and doing the services behind the scenes, rather than out in classrooms working directly with children and families). She encouraged members to help to keep track of this percentage every month.

Next, Pam presented the members with a COVID-19 CARES ACT report to give some information on the additional one-time funding that has been received to help the program to prepare, prevent and respond to the COVID crisis. This amount provided an additional \$251,339.00 to the budget. So far, the program has expended approximately \$29,000 out of this funding. We have hired extra staff to assist with the added sanitization duties and coverage in classrooms and materials to assist with the response to the pandemic such as masks, thermometers, and additional cleaning supplies. Additional mental health services are being offered for parents through a collaboration with Options in Psychology to support families who are struggling during this time. The Ready4K curriculum/texting service is being utilized to provide additional support and remote learning to families at home for stand-alone HS/EHS centers.

There is no USDA report this month because of the timeline of this meeting date, the reports are not ready yet. ***The program will report for September and October at the November meeting. Amanda moved to approve the Financial Report. Lydia seconded the motion. Motion carried by roll call vote.***

Board Report: No current report. Last BOD meeting was discussed during the September Policy Council Meeting. The next meeting will be held on October 13th.

New Business:

Meeting Dates/Times/Committee Elections:

Members agreed to continue meetings on the last Tuesday of each month beginning at 6pm. Meetings will take place at ESU#13 in the conference room unless otherwise noted. Kerry discussed the process and responsibilities for possible committees and positions within the Policy Council that will be voted upon during the November meeting. The group will be voting for a Chairperson, Vice Chairperson and a Secretary. Other possible positions include Board of Director's Liaison, and committee representatives for Health Advisory Committee and Interview/Hiring Committee.

Approval of the HS Philosophy: Members reviewed the HS Philosophy and all received a copy in their Program Governance Training Binder. ***Lydia moved to approve the HS Philosophy. Amanda seconded the motion. Motion carried 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. ***Lydia moved to approve the by-laws. Chelsea seconded the motion. Motion carried by roll call voting.***

Review of Governance Written Plans (voting in November): All members received a copy of the Program Governance Written Plans including Policies PG01-PG20. Members were asked to read through the policies prior to the November 28th scheduled meeting. Staff will discuss the policies and address any questions at that time before asking for approval of the written plans.

Focus Area One Federal Review: Members received information that the program will be having a Federal Review during the week of November 2, 2020. This review will take place virtually with phone interviews and data being shared electronically. Members received a general outline of what the Focus Area One Federal Review will include and some guidance into their training binders to help new members to ask questions, review materials, and reference if they were asked questions about the Policy Council.

5 Year Grant (Due in December) – Donna gave an overview of some of the grant changes that had occurred during the last grant cycle. She also mentioned that the program will be missing data that would have been collected in the spring when closures from COVID-19 took place. Currently, the program management team is planning to keep services as they are for the next school year if possible as many changes took place over the last few years to meet community needs. Data collection is ongoing now and will be reviewed prior to writing the continuation grant. Feedback from the members is welcomed and will be taken into consideration if members have ideas for needs regarding future services.

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

Head Start Floater/Assistant Teacher – Scottsbluff area – 30 hours per week

Substitute Head Start Assistant Teacher – on call, as needed

Head Start Substitute Bus Driver – Scottsbluff area, on call, as needed.

School Psychologist 2020-21 & 2021-22 school year – full-time

Special Education Classroom Teacher-Day Treatment School 2020-21 school year – full-time

Substitute Para Educators – Meridian School – on call, as needed

Substitute Teachers – Meridian/Lifelink Schools – on call, as needed

Substitute Job Coaches – Valts and Lifelink Schools – on call, as needed

Substitute VALTS Facilitator in Sidney – on call, as needed

New Hires: There were no new hires to report this month.

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: 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.

Center Reports: Mitchell Tiger Cub

Meeting adjourned at 12:15pm.