

Policy Council Meeting Minutes

Early Head Start of North Idaho
Coeur d’Alene, ID

June 1, 2017

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



Our Mission:

- Promote healthy pregnancies healthy babies.
- Enhance the development of very young children.
- Promote healthy families.

Meeting convened at: 10:04

Policy Council Member Attendance:					
<i>Name & Title</i>	<i>Center and Representative Type</i>	<i>Present</i>	<i>Absent</i>	<i># of Absences</i>	<i># of unexcused Absence</i>
Policy Council Members					
Ashley Barr	Lakeland, Parent	X		2	0
Michelle Britton	Jannus Board Liaison	X		3	0
Anna Marlatt, Chair	Lakeland Parent	X		3	0
unseated	Lakeland Parent			0	0
Amanda Liddle, Vice-Chair	Sandpoint, Parent	x		0	0
JuliaTietjen, Secretary-Treasurer	Sandpoint, Parent	X		2	0
Crystal Balback, LL Head Start	Community Representative		X	2	0
Victoria Inglehart, IHSA Representative	CDA, Parent	X		0	0
Wendy Woods- Resigned	CDA, Parent			4	0
Lucie Mason, IHSA Representative, Alternate-Resigned	CDA, Parent			4	0
unseated	CDA, Parent			0	0
Brachel Reicher	LL, Parent	X		3	0
Wendy Rauchecker	Silver Valley Parent	X		4	0
Kaya Ruddle- Resigned	SDPT, Parent			3	0
Rachel Payseno-Best	SDPT, Parent	X		3	0
Gail Hanninen	Community Representative	X		3	0

Heather Seman	Community Representative-alt		X	8	0
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Staff: Kimberley Seitz, Director; Jana Brooks- CDA CM; Aleta Garcia-Clute- LL CM; Ioana Siegler- ERSEA Manager; Karena Thomason, U of I Intern;

Guests: Sara Bennet- CDA parent; Kristen Harrayman, SDPT Parent;

Call to order- Anna Marlatt

Roll Call/Attendance: Julia Tietjen.

Introductions: Welcome to Karena, U of I intern.

Previous Meeting Minutes: Anna Marlatt presented. Ashley Barr motioned to approve the meeting minutes as presented. Julia T seconded. Motion passed.

Center & Community Reports:

- **Kootenai (Lakeland/CDA) County:** Wendy Raucher presented. Policy Council Elections were a success, CDA center had a Garden Party on May 18, COS classes are going on for Shoshone, Community Action Partnership visited with us to provide financial literacy training and resources, Welcome Karena from U of I. End of Year BBQ will be hosted at the LL Center at the end of June- all Kootenai County families are invited to attend.
- **Shoshone County:** COS classes are still going on, scheduled to complete the final class on June 23.
- **Sandpoint:** Julia Tiejten presented. Playgroup attendance was low in May. Home Visitors are talking new and current families about attending. Molly and others from the Coaching Committee attended training with Katy Keene, from Training and Technical Assistance for two days. Katie supported the team in developing their coaching plan and gave training for the coaches. We also had a very successful Open House and Ice Cream Social this month. Many new community agencies attended and some potential opportunities for partnerships were developed. **Facilities:** Our garden, which funded by a grant from the Bonner County Coalition for Health, has been planted. Peas, lettuce, strawberries, radishes, chard and an assortment of different types of carrots are all growing. The final project is to install a water system drip line which will be on a timer.

Old Business: None.

Parent Committee: Policy Council Project: Anna Marlatt presented. Cookbook is almost complete, and Anna shared the draft version with PC. Will be sent to Allegra printing next week- we are ordering 153 copies- 1 for each enrolled family and then extras can go to community partners.

Director's Report and Updates:

- **Financial Statement (including credit card statements):** Julia Tietjen and Kimberley Seitz presented. Julia reported that credit cards look fine; no concerns. Kimberley presented the MSEHS Financial Report for April 2017 for Base & TANF. Nonfederal share is at 20.37%. Rachel Best motioned to approve the financial Report and Credit Card Statement as presented. Ashley Barr seconded. Motion Passed.
- **COLA & Carry-Over Request:** Kimberley Seitz presented. **COLA:** We would like to apply for the 1% Cost of Living Adjustment. Anna Marlatt has signed the request. **Carry-Over:** MSEHS will have money left over this year, and will be able to apply for "carry over funds" - the amount will be determined after the end of this program year once all expenses have been paid and the budget reconciled. Anna Marlatt signed the request letter. Ashley Barr motioned to approve the 1% COLA Request and Carry-Over from this program year as presented. Brachel Reicher seconded. Motion passed.
- **Office of Head Start Updates:** none
- **Grant Updates:** Kimberley Seitz presented.
 - **VOCA:** We have been awarded \$25,000 for this grant. It will start in July. Services will focus on training ABC staff in the toddler version and in providing CoS classes.
 - **Substance Abuse Grant update:** We are not going to move forward with the substance Abuse Grant at this time due to the inability to find a lead agency. We will relook at it in the future.
 - **Equinox Grant:** We should find out if we are awarded this grant this summer. If awarded, it will pay for CoS classes.
 - **North Idaho Action Foundation Grant:** Due in July- Bonner County only grant. If awarded, it will pay for CoS classes.
 - **Safeway Grant:** We are working on this Bonner County only grant to provide a CoS class.
 - **Kaniksu Land Trust Pilot Study:** Bonner County only grant. We are meeting with them next week to see if we are a good candidate for this community partnership to fund a COS class as a pilot.
- **Staffing Update:** We will be hiring 2-3 new Family Consultants to replace staff who have left and hire to support the coaching process as indicated in our continuation grant. Staffing configurations are being discussed and will reflect programming needs. If you are interested in participating in the interviews, please let your FC or Center Manager know. You are welcome and encouraged.
- **Newly Elected Policy Council Officers:** Anyone who is elected as an officer next month, you will be invited to the New Officer Training, July 14th in LL 9:30-11:30.

New Business & Training:

- **Governance Readiness Tool Update:** Aleta Garcia-Clute presented the results of our Governance Readiness Tool activity completed during the last 2 PC meetings. We were "strong" in 13 of the 15 areas. Aleta shared comments made by committee members who participated in

the activity. We are “In Progress” in *Partners & Stakeholders*. Marked as “Needs Improvement” was *Ongoing Training*- it was related to the training of Policy Council officers training, especially if there is a change in officers during the program year. Aleta will provide an electronic copy of this report. Kimberley Seitz shared that once we are given our 5 year grant, we will be required to conduct another Leadership/Governance assessment as well as a Health & Safety assessment according to timelines stipulated in the regulations.

- **Enrollment Numbers & Monthly PIR Report:** Ioana Siegler presented. We have been notified by Jannus that MSEHS has been selected for the financial audit to happen in 2 weeks. 20% of enrollment was randomly selected by the auditors for analysis. We are informing the selected families that their records have been selected and sent down to Boise for the audit.
 - Enrollment numbers (report: **1-Jun-17 Enrollment Report**). We have 10 opening program wide. Starting on July 1 enrollment will be dropping from 158 to 153 due to the ending of the TANF grant. Kimberley reminded the PC members that TANF funds are no longer paid to EHS programs in Idaho given their new Bylaws.
 - PIR Report was presented using **PIR Snapshot 6-1-17**: We currently have 11 children enrolled who were enrolled as being in foster care. 62 children have a disability. 55 families enrolled as Homeless.
- **Monthly Summary Information/Update on School Readiness Goals and Child Outcomes (3rd Review):** Sara Smith presented using **Mountain States EHS Child Assessment Data in the Five Center Domains 2016/2017**: We just finished the 3rd assessment this program year. Children included in this final report were reported in at least 2 of the 3 assessment periods: 92 children total reported (includes 24 children with developmental delays). It looks at 5 domain areas: Language and Literacy, Cognition, Social & Emotional Development, Perceptual, Motor and Physical Development. This is the first year with this assessment. Sara will be conducting more analysis on the results and Gail will be supporting the process as well.
- **Election of PC Members:** Jana Brooks presented. **Congratulations to Parent Representatives: Sandpoint:** Amanda Liddle and Rachel Payseno-Best, and Kristen Harryman. **Lakeland:** Anna Marlatt and Brachel Reicher, **CDA:** Sara Bennet, Rebecca Garwood, and Jamie Lamson. **Silver Valley** election is still in process. Congratulations to **Community Representatives:** Crystal Balback and Gail Hanninen. Service for the 2017-18 program year will begin on July 1, 2017 and go through July 31, 2018.
- **PC Buddy Selections:** Aleta Garcia-Clute. This is a mentoring-support plan for our new members. A returning member will be a buddy with a new member. We will select these next month.
- **Recognition of your work/End of the year wrap-up:** All CMs & Anna Marlatt. Flowers and Certificates were handed out by Anna Marlatt. We all enjoyed Tiramisu. Thank you to everyone for all your leadership, support, and work this year. It makes our program stronger to have your involvement and it's very appreciated!
- **Parent Discussion/Announcements:** none.

Meeting Wrap Up: Completed by Anna Marlatt.

- **Recruitment Drawing:** Ioana Siegler. None.
- **Meeting Adjourned-** 11:18.

Notes Submitted by: Jana Brooks; **Next Meeting:** July 6, 2017- 10:00-noon, CDA. **New Officer training July 14 9:30-11:30 in LL**