

## Policy Council Meeting Minutes

Early Head Start of North Idaho

Coeur d'Alene, ID

**October 5, 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: 10:07**

<b>Policy Council Member Attendance:</b>					
<i>Name &amp; Title</i>	<i>Center and Representative Type</i>	<i>Present</i>	<i>Absent</i>	<i># of Absences</i>	<i># of unexcused Absence</i>
<b>Policy Council Members</b>					
Michelle Britton	Jannus Board Liaison		x	1- Oct	0
Anna Marlatt,	Lakeland, Parent	x		0	0
Kristen Harryman	Sandpoint, Parent		x	1- Oct	0
Amanda Liddle,	Sandpoint, Parent	x		0	0
Shawna Warne	Shoshone, Parent		x	3-July, Aug, Oct	0
Crystal Balback, LL Head Start	Community Representative	x		0	0
Jamie Lamson	CDA, Parent	x		1- Aug	0
Sarah Benak	CDA, Parent	x		0	0
Rebecca Garwood	CDA, Parent	x		0	0
Brachel Reicher	LL, Parent	x		2-July, Aug, Oct	0
Rachel Payseno-Best	SDPT, Parent		x	1- Oct	0
Gail Hanninen	Community Representative	x		0	0
Wendy Woods	CDA, Parent		x	0	0

**Staff:** Kimberley Seitz, Director; Aleta Garcia-Clute- LL CM; Sara Smith- Child Dev/Dis/Engagement Specialist. Sheila Farmin-Aumick-PACM, Ioana Siegler-ERSEA

**Guests:** none

**Call to order-** Anna Marlatt called the meeting to order.

**Roll Call/Attendance:** Jana Brooks called attendance for Sarah Benak

**Introductions:** none

**Previous Meeting Minutes:** Presented by Anna Marlatt. Crystal Balback moved to approve the meeting minutes from August 3, 2017. Gail Hanninen seconded. Motion passed.

**Center & Community Reports:**

**Kootenai (Lakeland/CDA) and Shoshone Counties:** Brachel Reicher presented.

**Announcements:**

New staff to EHS: Sarah Howell, new Full-Time Family Consultant at the Lakeland Center, Morgan DeBoard, part-time Family Consultant at the CDA Center, and Alisha Williams, new part-time Center Assistant at the CDA Center.

We have a space in the Silver Valley! We will be housed at the Christian Life Center in Kellogg with a minimal monthly payment of \$200/month. We will have office space for our 2 Family Consultants Erin and Karen, as well as a small classroom for playgroups! We will be moving in this month, and playgroups will resume in the new space in November

**Playgroups:** We just completed the Sandpoint and CDA Toddler Playgroup Block. The next session for Lakeland and CDA Infant Groups will begin October 17th

Playgroups in the Silver Valley will start on November 10th

**Events:** The 2nd Policy Council Parent Project Meeting was held on September 21st at the Lakeland Center: 3 PC Members attended, and 3 EHS staff. We reviewed the Diapering Needs survey collected from parents, and made a plan for continuing to gather information to direct our parent project. More information to come as we continue to analyze the information.

We held our first Coffee Connections (Kootenai Parent Committee Meeting), a parent committee meeting, on September 28th: 4 parents attended. Amanda Liddle gave a cloth diaper presentation, and there was a discussion about what school readiness means. Parents shared routines as examples of how they are working with their children toward School Readiness. Next meeting: January 2018. We plan to provide more childcare, in hopes of increasing attendance.

**Professional Development:** We had a busy month of staff training in September: In early September, staff were trained on the OAE Hearing screening procedure, CPR/First Aid, and Child Abuse and Neglect from Health and Welfare. On September 28th, staff received training from our Regional Specialist Katy Keehn on developing goals with families, and Practice Based Coaching (PBC). We are assessing staff's strengths and needs and will determine which 6 education staff will receive PBC for this first pilot project.

**Facilities:** In September, we were chosen as recipients of United Way's Day of Caring! The shed at the CDA Center was cleaned out and organized, the Lakeland gazebo was sanded and stained, and the garden beds de-weeded and prepared for fall planting. The new office in the Silver Valley was painted on 9/29 and the carpets cleaned on 10/3.

**Sandpoint:** Presented by Anna Marlatt. Playgroups: Six families participated in playgroups this last session which ended this week. Two of the families have children who will be exiting the program because they are turning 3. We will be encouraging new enrollments in October to sign up for playgroups which will begin next month. During the last session, families made sensory bags, explored "goop", created fall leaf art, and played with playdough.

**Announcements:** We welcomed two new staff in September to fill our vacant positions. Bambi Marshall has joined us as our new Center Assistant. Jennifer MacKeage has also joined us as a Family Consultant. We have offered a position to Tessa Jacobs and are awaiting her background check. If cleared, Tessa will fill our last vacant Family Consultant position. We are excited to be fully staffed and build a great team in Sandpoint.

**Facilities:** Our Sdpt building was put up for sale in the month of October. There has been an offer made and the potential buyers are currently gathering more information about the facility.

**Old Business:** N/A

**Parent Committee:** Policy Council Project- Anna Marlatt presented on the PC member parent project meeting on September 21. During the meeting they analyzed surveys, and found that parents were concerned about start-up costs, cleaning of diapers, and time involved in cleaning. Next steps: we will compile all of the surveys in a summary analysis, and then make another survey with more specific questions to gather more information that presented as a need in the first survey. Amanda Liddle presented on the diaper cleaning process at the Cd'A Coffee Connections with a youtube video she showed demonstrating the cloth diapers and cleaning process. Ideas to educate families and staff on cloth diapers: present at staff meetings and put information in the newsletter.

**Director's Report and Updates:** Kimberley Seitz presented:

- **Financial Report (Including credit card statements):** Kimberley shared the [MSEHS Financial Report for August 2017](#). Sarah Benek reported that the credit card statements looked good. Gail Hanninen motioned to approve the Financial Report for August 2017. Crystal Balback seconded. Motion passed.
- **Office of HS Updates-** Kimberley reported there were two OHS updates received in August: One on Audits was released; and the ACF released a statement that they are rescinding a policy from the Obama administration that encouraged wavers from TANF work requirements. Discussion on how many of our parents are on TANF pursued, and Kimberley shared that we support financial literacy

through a variety of ways (through PFCE goals on self-sufficiency, through providing financial training to staff to use on home visits, and by partnering with local programs who can provide free, one-on-one financial coaching)

- **Semi-Annual Report to the Board and Policy Council:** Kimberley Seitz and Anna Marlatt joined in the Board call past Wednesday (see **Board report documents**). Kimberley shared highlights from the **October 2017-Board Meeting Program Report Six Month Program Highlights**: We've applied for 7 grants, established a multi-county community collaboration, are revising the professional development system, and are learning more about social media. Challenges are social media, having staff needed for implementing grants when they are awarded, and getting vision equipment. Thank you to all the families who shared their stories in the Annual Report.
- **Review of 1<sup>st</sup> Quarter MSEHS Goals:** Kimberley shared that we've made progress on all 6 of our program goals in the first quarter of the year. Some highlights: we have developed pre and post assessments/surveys for classes and family entry/exits. We are also integrating wellness in the program for staff; working to increase our EPSDT percentages; and are focusing on raising awareness about prenatal depression. We are collaborating with Head Start to complete this year's Community Assessment. *Gail shared she is happy to work with Brenda on the COS class survey in order to maximize our data from feedback received by parents.*
- **Annual Report to the Public:** Kimberley previously sent this out to PC Members in the packet mailing. It is widely disseminated through a variety of means (dropping off at community meetings, email, on our website, sharing with PC, Board, and parents, given to community partners, uploaded to HSES, and provided at the community training next week).
- **Medical Home:** Kimberley shared a flyer from Office of Head Start National Center of Health: **The Medical Home and Head Start Working Together**. She asked that PC members read the material, and talk to their friends and pediatricians about evidence based vision screenings. Jamie shared that an eye doctor in Hayden, Dr. Green, will do a free screening on the eye health of infants under 1, and Medicaid will also cover an eye exam every year. Kimberley updated everyone that EHS is attempting to purchase vision screeners, but they are very expensive, so we have applied for 2 grants. Sarah Benak said that CDA peds can do an eye exam during their Well Child Exam.
- **Policy Council approval on Mountain States Early Head Start Staff and Volunteer Health, Revised 9/27/17:** Kimberley shared updates to that were made (underlined on form). Brachel Reicher motioned to pass the **Mountain States Early Staff and Volunteer Health** policy with updates. Rebecca Garwood seconded. Motion passed. The Board reviewed and passed this policy yesterday.

#### **New Business & Training:**

- **Self-Assessment Work:** Presented by Sheila Farmin-Aumick. Sheila asked for Policy Council input on the **Self-Assessment Parent Survey Questions 17/18: Policy Council Self-Assessment Input on Parent Survey**. Sheila asked that members take the survey and then highlight the questions that are most important that we include in the parent survey to give guidance on compiling the final survey. PC members completed the assessment and returned them to Sheila. The input will be used to revise the survey and send to parents for input.
- **PIR Annual Report and Training:** Ioana Siegler shared the final summary **2016-17 Early Head Start Program Information Report (PIR) 10CH0190-200 Jannus, Inc.** that EHS submitted to the OHS. She offered to make copies for anyone interested in obtaining a full report. This year, Ioana focused on cumulative enrollment and exit information by comparing the last 3 program years using **Mountain States Early**

**Head Start 3-year ERSEA Comparison and Analysis** report to guide the discussion. She looked at the years 2015, 16 and 17, discussing completed enrollment vs. dropped enrollment, transition and turnover rates, and pregnancy to newborn enrollment rate. We are averaging 75% of our families staying and receiving services up to age 3.

- **ERSEA Training 102:** Ioana Siegler completed a training on to staff on **ERSEA Requirements (the previous portion, ERSEA 101, was done earlier this PY)**. The training covered the following material: First, methods to collect eligibility information that is complete and accurate from families or third parties. Second, categorical eligibility; and strategies for treating families with dignity and respect and for dealing with possible issues of DV, stigma, and privacy; and program policy and procedures. Finally, addressing corrective action in the event a staff, family, or participant intentionally falsifies eligibility information.
- **Enrollment #'s & Monthly PIR Report:** Ioana Siegler shared the **10/5/2017 9804B Early Head Start PIR Snapshot**, and explained the forms. Ioana also handed out the **September 2017 Monthly Enrollment Report** printed on 10/5/17, and explained the material. She also shared a handout entitled **Understanding ERSEA and the Monthly Enrollment Report Policy Council Training**. All resources were reviewed.
- **Community Assessment Update:** Sheila Farmin-Aumick reported that we are doing our annual Community Assessment update with NIC Head Start. Target date for completion is October 31, 2017.
- **Monthly Information Report: Child Dev/Dis and School Readiness:** Sara Smith gave an update using the **School Readiness Goals and Alignments (including PFCE Objectives) PY 2017-2018**. Sara shared that the OHS requires MSEHS to write a goal for all five domains. MSEHS created our specific School Readiness Goals (SRG) by using information from families on the goals they identified for their child; including child goals developed by parents and surveys to determine family priorities, parent input during committee meetings, and PC input and feedback. Data continues to show that language development is a concern for families. Sara shared the Action plan and updates MSEHS is implementing to meet the SRG. Parents are helping to inform our SRG on an ongoing basis through Parent Committee Meetings. Sara also showed a video called ***“Parent Testimonials on Nurturing Pathways”***.
- **Parent Discussion:** none

#### **Meeting Wrap Up:**

- **Recruitment Drawing (Oct, Jan, April):** Ioana Siegler completed. There were two parents who referred families, and those families were subsequently enrolled. Carlene Hobert won the \$25 Visa Gift Card drawing as a thank you for the referral.

- Meeting Adjourned-

Notes Submitted by: Jana Brooks

Next Meeting: November 2- 10:00-noon, CDA.