

## Policy Council Meeting Minutes

Early Head Start of North Idaho

Coeur d'Alene, ID

Sandpoint, ID

**November 2, 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**

<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-Nov	0
Amanda Liddle,	Sandpoint, Parent	x		0	0
Shawna Warne	Shoshone, Parent		x	3-July, Aug, Nov	0
Crystal Balback, LL Head Start	Community Representative		x	1-Nov	0
Jamie Lamson	CDA, Parent		x	2-Aug, Oct	0
Sarah Benak	CDA, Parent		x	1-Nov	0
Rebecca Garwood	CDA, Parent		x	1-Nov	0
Brachel Reicher	LL, Parent	x		2-July, Aug	0
Rachel Payseno-Best	SDPT, Parent	x		1-Oct	0
Gail Hanninen	Community Representative		x	1-Nove	0
Wendy Woods- Resigned 10/17	CDA, Parent			0	0

**Staff: In CDA:** Kimberley Seitz, Director; Aleta Garcia-Clute- LL CM; Jana Brooks- CDA & Shoshone CM; Ioana Siegler, ERSEA

**In Sandpoint:** Cori Holman- SDPT CM; Sheila Farmin-Aumick, PACM

**Guests:** New Family Consultants: Morgan DeBoard (CDA) & Sarah Howell (LL); and Tali Nichols- CDA Parent

**Call to order-** Anna Marlatt called the meeting to order at 10:04.

**Roll Call/Attendance:** Completed by Jana Brooks. Meeting held via conference call at 2 locations due to inclement weather in Sandpoint.

**Introductions:** Completed by Jana Brooks. Guests: Morgan, Sarah, Tali - (see above)

**Previous Meeting Minutes:** Presented by Anna Marlatt. Brachel Reicher motioned to approve the **October 2017 Policy Council Meeting Minutes**. Rachel Best seconded. Motion passed.

**Old Business:** n/a

**Center & Community Reports:** see below under **Center Committee** reports for information about center reports.

**Kootenai (Lakeland/CDA) and Shoshone Counties:** see below under **Center Committee** reports for information about center reports.

**Old Business:** N/A

**New Format for PC Meetings:** Kimberley Seitz shared we will be using a new format for PC meetings from now on to generate more meaningful meetings, and to create more engagement and involvement for PC representatives. There will be “table groups” where representatives will meet to discuss and analyze the data, and report out to the whole group. Table groups will meet 15 to 20 minutes and cover all the required areas as well as others PC members might be interested in learning more about.

***Format for the Table Groups:***

- 4 different tables, each with a focus areas:
  - ERSEA/PIR
  - Program business and financials (includes in-kind, OHS and MSEHS updates, Director report, policy revisions, ongoing monitoring)
  - Center Committees (includes Parent Committee report, PC/Parent Projects, Family Engagement, IHSA representation, etc.)
  - Services for families and children: (Includes- Child Dev, Disabilities, Health & Nutrition, Safety, MH, School Readiness, etc.)
- Parents and community reps will choose which table to join, and will continue with that table for 3 months of meetings
- Staff will bring information requested by reps each month to help with understanding any questions, data, or further research requested by table group members
- Each table will have a representative recorder and reporter to share out to the whole PC group.

**Today's tables:** (This is not deciding tables for the next 3 months- it is a stand-alone meeting to introduce the new process). Tables will meet for 15 to 20 minutes and report out to the whole group.

- **Sandpoint:** Parent Committee: Anna, Rachel, Amanda. Leads- Cori & Aleta
- **CDA-**
  - ERSEA/PIR: Morgan, Michelle. Lead- Ioana
  - Financial/PDM: Participants: Brachel, Tali, Sarah Howell. Lead- Kimberley

**Ice Breaker Activity:** Aleta Garcia-Clute led PC in an icebreaker "Baby Faces Feelings" activity where people at each table identified how they are feeling at the beginning of the meeting and then at the end of the meeting.

**Table Discussions and Analysis:** All (see "Today's tables" and Table "Report-Outs")

**Table "Report-Outs"/New Business/Training:**

**Financial Report & Credit Cards:** Reporter: Brachel Reicher. Brachel reported using **MSEHS Financial Report and credit card statements for September 2017**, and shared that "everything looked good", Kimberley shared we are above on in-kind at 22.4%, and below the cap for Administrative costs right now. Brachel Reicher motioned to approve the **MSEHS Financial Report for September 2017**. Amanda Liddle seconded. Motion passed.

**Director's Report & Program Updates:** Brachel Reicher & Kimberley Seitz reported.

- **Hiring updates (FC & Health Specialists)** - We are looking for a Health Specialist that will work in all counties. There will be a phone interview with a candidate today (due to inclement weather). Cori is scheduling the Sandpoint FC interview next week.
- **Grant Updates (ICTF & Safeway)**- We were awarded the ICTF Grant to do COS in Bonner County; we were denied for COS through Safeway
- **Next Month's PC Meeting Locations**- are listed on the back of today's agenda. We will be in both Sdpt and Cd'A again (like today)

**Child Abuse & Neglect Reporting & Complaints:** Brachel Reicher & Kimberley Seitz reporting using **Guide to Reporting Suspected Child Abuse and Neglect (Revised 10/25/16)** and **Child Abuse Neglect Reporting Worksheet (Revised 9/20/16)**: All staff is in communication with the CMs for any H&W calls- There were no changes made on the form or policy that PC approved last PY. Kimberley informs the Executive Director of any calls to H&W; the ED informs the Board

**Handling Complaints/Investigations:** Kimberley Seitz and Brachel Reicher reported that when a parent, staff, or community member has a complaint, all voices are heard and taken into consideration during a complaint investigation as outlined in our policy. There are no revisions to the policy needed.

**Community Assessment Update:** Sheila Farmin-Aumick shared that we are collaborating with Head Start on the Community Assessment, and once she receives the needed information from NICHHS, Sheila will summarize strengths and challenges and finish the report. Sheila anticipates that the CA will be ready by next PC meeting in December.

**Office of Head Start Updates (no review this year):** Kimberley Seitz stated that we were informed by the OHS that we are not being reviewed this program year.

**Center Committee Reports:**

**Amanda Liddle reported for Sandpoint,** answering the following questions:

- Parent committee and center reports: The group reported they did not want changes to the Center Report, and that they like all the information about staffing, events, and facilities.
- Encouraging communication between PC and other parents- discussed that people are getting more information electronically, and so an idea would be to create a closed Facebook Group (not the same as the existing Facebook Page) for enrolled EHS parents to promote events, share about experiences, and classes. Would need an “administrator” to ensure that posts remain positive and acceptable for everyone to see. Center Managers will follow up.
- Gathering input for IHSA conference: Amanda is going as a representative this program year. After discussion by the group, it was decided that family stories and pictures are the most impactful to legislators. Group thought that using the same format as the parent survey report to gather stories and information from families would be a good idea. Sharing family stories at parent meetings is a good idea as well. Center Managers will support processes for Amanda to get this information from parents.
- Increase number of parents to get involved: did not have time to discuss this question.

**Anna Marlatt reported for CDA/LL,** answering the following questions: -

- Parent Committee and Center reports: would like to see numbers of actual attendance of the playgroups and big facility information/needs on center reports, not the small things. Would like to see parents write the center reports.
- Encouraging communication between PC and other Parents- possible calling or texting tree (signing a release to share contact information disclosure would have to happen) would be a good way to get information out. In addition, we could email the PC minutes to interested parents who can't attend PC. Center Managers to follow up
- Gathering Input for IHSA conference: Develop a list of 3 to 4 topics for Amanda to bring with her. Create a brochure with success stories and pictures to share with legislators. Center Managers to follow up
- Increase number of parents to get involved: develop a survey to figure out why parents are not attending meetings, playgroups, Health Services Advisory Committee, and events. Use Zoom to increase participation? Center Managers to follow up

**Parent Committee Reports:** see above in **Center Committee Reports**

**Center Packets:** Kimberley asked that all PC member let Luanne know their preference for receiving packets- either emailing or mailing. This will decrease duplication, and help with reducing printing costs and paper. The PC members agreed that we do not need to duplicate packets at the PC meetings and that this is a waste of money and time. Michelle requested that the packets be as complete as possible and that members read them before attending the meeting. Kimberley shared that the only information that should be coming to the meetings now would be ERSEA since Ioana is gather information up to the last minute and any corresponding materials to support the new table/format discussions.

### **Monthly Information Report:**

- **SIDS/Back to Sleep:** Kimberley Seitz shared the new Safe Sleep Brochures from the Safe Sleep Foundation. Kimberley will be on the Safety Board with Liz Montgomery from Inland NW SIDS Foundation.
- **HSAC Update:** Kimberley Seitz shared that we had our last meeting on October 13. Attendance was low, and we need to get more engagement from community health providers and enrolled parents. Meetings are in October and ~~February~~ (April) each year. Ideas generated from Policy Council to increase attendance: have meetings more regularly, change venue of meeting to be closer to doctor's offices, create a brochure to give out to doctor's offices, and have parents speak to their own dentists and doctors. Kimberley will follow up with a committee of some sort that will look into these and other ideas.
- **H&S Checks Across Centers-** Center Managers reported- Health and Safety Checklists are completed by Center Assistants monthly  
**Sandpoint-** Cori Holman shared she working on completing bi-annual maintenance activities. **Lakeland-** Aleta shared there have been no findings . **CDA –** Jana reported that the H & S checklist is up to date. **Shoshone:** Jana reported that the Health and Safety checklist is under development right now as we are moving in to 2 rooms at the Christian Life Center Church.
- **OAE Updates:** Sheila Farmin-Aumick- OAE process and materials were approved by HSAC in October. we began doing hearing screenings Nov 1. Hearing screenings will happen once a year with parent permission.
- **ERSEA & PIR Report:** Ioana Siegler reported out. Documents utilized during discussion: **Report #3502 Disability Enrollment Chart (11/2/17)** and **Enrollment Report 11/2/17**, and **9804B- Early Head Start PIR Snapshot (Grid) 10/25/17**. Ideas generated from discussion:
  - Table participants decided to use a standard enrollment report each meeting.
  - The group thought it would be a good idea to have a standing ERSEA Data committee that can meet 2 times each year to look at the data closely and then report to the whole group.
  - Exit Data: look at the same time period for exiting families between this and last year- ask question like why are they exiting?
  - Homeless families: how many need to come to the center to do visits? Is the number increasing? Decreasing?
  - Enrollment report across time instead of one month at a time as we look at them now.
  - Next meeting we will find out what parents would like to know about enrollment: Anna asked Medical care- how many families have not only a medical home as well as a dental home?

**Self-Assessment:** Sheila Farmin-Aumick explained that information from our self-assessment process is used during program planning to improve our program. Policy Council groups analyzed the **MSEHS Annual Program Self-Assessment Survey 2017-2018 Outcomes**, and filled out the **Policy Council Analysis of Parent Survey (11/27/17)** for Sheila to analyze. This includes identifying PC members' top 2 priorities.

**Parent Discussion:** All Parents- see **"Feedback on Meeting"** below

**Feedback on Meeting:** Thoughts on the new format:

- "I like it"
- "More fun"
- "More engaging"
- "More ideas coming from parents"
- "Need to work on the sound piece of it for meeting that are a separate location"- we will use Zoom in the future and we have microphones. We also have a microphone and speakers.

**Parent/Child Activity Idea:** Cori Holman presented, and shared a video from Zero to Three Website (Early Development & Well Being) on Brain Development. The video discussed ways you can build activities into your daily routine to enhance your child's development.

#### **Meeting Wrap-Up**

**Recruitment Drawing:** Ioana Siegler- Brianna Fitzpatrick won the recruitment drawing for the month of October.

**Adjourn Meeting:** Anna Marlatt at noon.

**Notes Submitted by:** Jana Brooks

**Next Meeting:** **December 7- 10:00-noon, CDA & Sandpoint Centers.**