

Policy Council Meeting Minutes
 Mountain States Early Head Start
 Sandpoint Center
 Coeur d'Alene Center
January 4, 2018
 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: 10:08

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					
Michelle Britton	Jannus Board Liaison	x		2-Oct, Dec	0
Anna Marlatt,	Lakeland, Parent	x		0	0
Kristen Harryman	Sandpoint, Parent		x	2-Nov, Jan	0
Amanda Liddle,	Sandpoint, Parent	x		1-Dec	0
Shawna Warne- Resigned 1/18	Shoshone, Parent			4-July, Aug, Nov, Dec	0
Crystal Balback, LL Head Start	Community Representative	x		1-Nov	0
Jamie Lamson	CDA, Parent	x		3-Aug, Oct, Dec	0
Sarah Benak	CDA, Parent		x	3-Nov, Dec, Jan	0
Rebecca Garwood- Resigned 11/17	CDA, Parent			1-Nov	0
Brachel Reicher	LL, Parent	x		2-July, Aug	0
Rachel Payseno-Best	SDPT, Parent	x		2-Oct, Dec	0
Gail Hanninen	Community Representative		x	2-Nov, Jan	0
Wendy Woods- Resigned 10/17	CDA, Parent			0	0
Tali Nichols (elected 12/17)	CDA, Parent (elected Dec. 2017)	x		0	0

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

Staff: In SDPT: Sheila Farmin-Aumick, PACM, Cori Holman- SDPT CM; Sara Smith-FECDD

Guests: none

Call to order- Anna Marlatt called the meeting to order

Roll Call/Attendance: Completed by Jana Brooks for Sarah Benak

Introductions: Tali Nichols was elected to PC as a Parent Representative for Kootenai County at the end of December 2017. We are happy to have her join us!

Previous Meeting Minutes: Presented by Anna Marlatt. Crystal Balback motioned to approve the **December 2017 Policy Council Meeting Minutes**. Rachel Best seconded. Motioned passed.

Old Business (if applicable): None

Table Discussion and Analysis: PC members met in designated groups to review materials in order to report out to the entire PC (see below for "Report Outs").

Table "Report Outs", New Business/Training:

Table 2 Report Out: Kimberley Seitz, Sheila Farmin-Aumick, & Crystal Balback

- **Financial Report & Credit Cards:** Jamie Lamson reviewed credit card statements, and Crystal Balback gave the financial report, using the **MSEHS Financial Report for November 2017**. Crystal Balback motioned to approve the Financial Report and Credit Card Statements. Brachel Reicher seconded. Motion passed.
- **Director's Report & Program Updates** (reported by Crystal Balback from group meeting)
 - **Hiring Updates (Community Engagement):** We will be interviewing in the next 2 weeks for the Community Engagement & Data Coordinator Position.
 - **Grant Updates (EHS)** We received a grant from INWF for 3 vision screeners. The Early Head Start Grant and the VOCA Grant are in process right now.
 - **Office of Head Start Updates:** None
 - **Next Month's PC Meeting Location:** No meeting in February due to IHSA- March Meeting will be **in CDA for all**.
- **Community Assessment Update with NICHHS:** Sheila Farmin-Aumick reported this is almost done. Information should be sent out next month in the packet mailing. We have been waiting for information from NICHHS to finish.
- **Commonly Used Terms and Acronyms:** a revised list (12/17) was given to PC members as requested last meeting.

Table 1 Report Out: Aleta Garcia-Clute, Anna Marlatt, Cori Holman, ~~Kristen Harryman~~, Sara Smith, Gail Hanninen, Rachel Best, Amanda Liddle, Tali Nichols

- **Center Committee Reports- all centers-**

- **Sandpoint: Playgroups:** We will be offering a Tue & Wed a.m. playgroup beginning in Jan. New families are interested in PG. Jan. PG block is 2 weeks. Sandpoint staff will begin to look at the playgroup calendar this month to plan for the next program year, and will be asking for feedback from parents. **Announcements:** CPR/First Aid offered in February on the 24th at the center. Families and community partners invited to attend. In March, Kris Logan will be offering a “Darkness to Light” class from the Stewards of Children. Enrolled families and the community invited to attend. **Facilities:** Floors cleaned over the break. Working on the environment to add some more large opportunities indoors and outdoors. Challenge with fall zones and having mixed ages attending playgroups; Playgroup committee to review along with CMs
- **Kootenai & Shoshone Counties: Playgroups:** Silver Valley Playgroups are on January 12th and 19th. CDA Toddler Playgroups begin on January 9th (next week). This is a 2-week session. CDA Infant and Lakeland Playgroups begin on January 23rd. This will be a regular 4-week session. We are beginning to map out the playgroup calendar for next program year. Please provide input to your playgroup coordinator or FC. **Events:** Coffee Connections (Parent Committee Meeting) is scheduled for Thursday January 25th at the CDA Center. Time and agenda in the works. Circle of Security Class will be offered in Kootenai Co. (for enrolled families and the community) starting on February 8th. It will be held on the Kootenai Health Campus. Registration opens on January 8th. We can register up to 18 individuals. Flyers to come! **Professional Development:** All staff completed a webinar training on Shaken Baby Syndrome and Abusive Head Trauma in December. FCs will be sharing this information with families. This would make a good/important training to present to parents at a meeting. 2 EHS FCs will be attending the COS facilitators training in San Diego this month. Center Managers preparing parents and staff who will be attending IHSA in February. **Facilities:** Currently researching plans for the possibility of building some cabinets in both the Lakeland and CDA Centers to house chairs in the dining areas. We have new cleaning products for our environments. Training staff on the cleaning procedures during upcoming staff meetings.
- **Parent Committee Report-Diaper Project:** Next meeting is Monday, January 8th at 2:30 in LL. Sandpoint will Zoom in.
- **Gifts of Gratitude Stories for IHSA:** Cori and Aleta will be orienting the staff and parents who are attending IHSA this year. Shared the format for the Gifts of Gratitude Stories. Will be talking more in detail about that on Monday, January 8th at the PC Parent Committee Meeting.
- **Order of Business/training:** none

Table 3 Report Out: Ioana Siegler, Brachel Reicher, Jamie Lamson, Michelle Britton,

- **ERSEA Report:** Brachel Reicher reported using the ***Child Plus Dec 2017 Enrollment Report***. We have noticed a trend that we are receiving more over-income applications. To help reduce turnover, we are working exploring reasons “why” families exit the program before the child turns three.
- **PIR Report: *Report 9804B- Early Head Start PIR Snapshot – 12/21/17*** was provided for parents.

Monthly Information Report: *Understanding audits (completed with Audit Training and Information below)*: Jenna Renner, Jannus, Inc. (see report below (Annual Audit Results/Understanding Audits))

Annual Audit Results/Understanding Audits: Jenna Renner, Jannus Inc. CPA shared via conference call using the ***Mountain States Early Head Start: Annual Audit Fact Sheet***. Jannus is audited annually by Eide Bailly, LLP, a CPA firm in Boise. Mountain Early Head Start was selected this year as a program to review more thoroughly. The results of this review was “no findings” for the EHS program. Jenna asked for questions from PC members. No questions were asked. Kimberley shared the Annual Audit Report is posted on the Jannus website and there is also an annual summary in the MSEHS Annual Report with a link to the Jannus website.

Self-Assessment Final Report: Crystal Balback summarized the Self-Assessment from Table 2 meeting (see above). Top areas of strengths from Self-Assessment included transitioning out of MIECHV and TANF grants with minimal disruptions in services; Data Carousel feeding into the self-assessment process; communication between Jannus & MSEHS; and our ability to apply for grants (13 this year). Focus areas include taking what we learned from writing 13 grants to streamline the system; increasing health literacy in families & staff; and getting a strong social media presence, paying attention to boundaries and specific items on social media. Sheila Farmin-Aumick followed up by asking if anyone had any questions about the Self-Assessment. No questions were asked. Crystal Balback motioned to approve the ***Self-Assessment Report for Program Year 17-18***. Amanda Liddle seconded. Motion passed.

Parent Teaching/In-Kind: Sara Smith shared that we are in the process of revising our ***Parent-Child Home Learning and Child Goals Activities at Home*** form by sharing and explaining the new form. The new form includes School Readiness Goals (SRG), and shows how they are being supported with activities at home. The new also includes a few very broad activity suggestions that will support Language and Literacy activities; Including reading and singing together, and practicing VROOM Brain Building Basics Five Steps (see Parent/Child Activity idea time- see below for more information). Sara also introduced a new idea for “incentive program”, rewarding participating families with books for their home libraries. Sara asked for any feedback and questions about home learning or the incentive program. No questions were asked.

Books to support HELP and School Readiness Goals: Sara Smith shared after each HELP Checkpoint, each family will receive a new book to add to their home library. This starts after the next checkpoint in March, 2018.

Preparing for IHSA: Cori Holman reported that five people are attending IHSA next month: Amanda Liddle, Anna Marlatt, Sara Smith, Sandra Menegas, and Kimberley Seitz. In preparation for the conference and travel, Center Managers Aleta and Cori will be visiting with Amanda and Anna during home visits. Family Consultants will also be encouraging families to fill out the “Gifts of Gratitude” forms for Amanda and Anna to take with them to the capital. The legislative day is typically the 2nd day of the conference, with scheduled appointments for parents with legislators. Parent can use this opportunity to share about EHS and their own story. Kimberley followed up with a reminder to write Thank you notes to legislators and include some of our stories. CMs will get thank you cards and postage ready for distribution. PC members were asked if they have any questions about this process. No questions.

Parent Discussion/Updates: none today.

Parent/Child Activity Idea: Sara Smith introduced the new program, **VROOM**, (a free app) which gives parents ideas to incorporate into daily routines in order to encourage brain development. This program is based on scientific research. Policy Council watched an introductory video from VROOM, called “Brain Building Basics”. Sara asked for PC member feedback about the video and VROOM application. It was shared that VROOM will reinforce what parents are already doing well with their children.

Meeting Wrap-Up

Quarterly Recruitment Drawing: Ioana Siegler- (N/A this month)

Adjourn Meeting: Anna Marlatt at 11:39

Notes Submitted by: Jana Brooks

Next Meeting: **No Meeting in February due to IHSA.**

March 1, 2018 10:00-noon, CDA Center only