

**Policy Council Meeting Minutes**  
 Mountain States Early Head Start  
 Coeur d'Alene Center  
**March 1, 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: 10:07**

<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	2-Oct, Dec, March	0
Anna Marlatt,	Lakeland, Parent	X		0	0
Kristen Harryman	Sandpoint, Parent		X	2-Nov, Jan	1 March
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, March	0
Rebecca Garwood- Resigned 11/17	CDA, Parent			1-Nov	0
Brachel Reicher	LL, Parent		X	2-July, Aug, March	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
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**Staff:** Kimberley Seitz, Director; Aleta Garcia-Clute- LL CM; Jana Brooks- CDA & Shoshone CM; Cori Holman- SDPT CM; Brenda Hammond, MH Specialist

**Guests:** Lindsey Entel, FC; Ian and Jess Johnson, EHS parents (CDA center)

**Call to order-** Anna Marlatt

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

**Previous Meeting Minutes:** Presented by Anna Marlatt. Rachel Best motioned to approve the **January 2018 Policy Council Meeting Minutes**. Crystal Balback seconded. Motion passed.

**Old Business (if applicable):** None

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

**Table 1 “Parent Committee and Center Reports” Report Out:** Aleta Garcia-Clute, Amanda Liddle, Tali Nichols, Gail Hanninen. **Reporter: Tali Nichols**

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

- **Sandpoint:** No **Playgroups** during the month of February. We have 8 families signed up to attend the Playgroups that just started. Tuesday morning is full. We are gathering parent feedback for next program year. **Announcements:** CPR/FA was offered last week at the center. March 26 Kris Logan will present “Darkness to Light” for enrolled parents. The following day we will offer the Cloth Diapering class at the center. **Facilities:** After returning from winter break we had quite the snow and ice buildup on our building causing water damage. Fortunately, our new building owners made the repairs.
- **Kootenai and Shoshone Counties:** **Playgroups** are going well in Kootenai and Shoshone. Attendance has been slightly low in Kootenai due to illness. We continue to encourage families/staff to stay home if there are symptoms of illness. Playgroup attendance is becoming more consistent in the Silver Valley. Thank you for your feedback in planning for next year’s playgroup calendar. **Recent Events:** Our last Coffee Connections class was on Jan. 25<sup>th</sup>. Next Coffee Connections is May 24<sup>th</sup>. Parents have requested information about gardening, rock painting as a fun activity, and deviled eggs for snack! We are in the 4<sup>th</sup> week of the COS class offered in the community by trained EHS staff, funded by our VOCA grant. It is held at the Kootenai Health Campus, and we have 15 individuals attending – with a combination of EHS parents and community members. We had another successful Ready

for Kindergarten class on February 22<sup>nd</sup> in partnership with United Way. The third Ready for Kindergarten Class at EHS, with new target topics and materials, is scheduled for April 26<sup>th</sup>.

**Upcoming Events:** April is Strengthening Families Month! Stay tuned for information on Family Celebration events at your EHS Center and in the community. **Facilities:** We recently had a consultation about reviving the garden at the Lakeland Center. We look forward to hosting a garden planting party in the Spring! **Professional Development:** Staff attended Safe Sleep Training. Next week is the HOVRS training for FCs and Strengthening Families conference (2 people attending).

- **Parent Committee Report-Diaper Project:** Intro to Cloth Diapering Class March 15<sup>th</sup> at the CDA Center and March 27 in Sandpoint. Taught by Amy Plass. Each family will go home with a free sample kit. We also have a resource page for cloth diapering that was provided by Tali Nichols, parent.

#### Table “Report Outs” & New Business/Training:

**Table 2 “Business and Financials” Report Out:** Kimberley Seitz, Anna Marlatt, Crystal Balback, Ian Johnson, Jess Johnson. **Reporter:** Anna Marlatt

- **Financial Report & Credit Cards:** Anna Marlatt reported financials using the **MSEHS Financial Report for January 2018**. Ian Johnson reviewed the credit card receipts, and reported they look fine. Crystal Balback motioned to approve the **MSEHS Financial Report for January 2018** and credit card receipts. Rachel Best seconded. Motion passed.
- **Director’s Report & Program Updates**
  - **Hiring Updates** – None- EHS is fully staffed
  - **Grant Updates-** We are applying for the Greenstone Grant to offer more COS classes. In the process of applying for VOCA to work with TBRI
  - **Proposed Five Year EHS Grant:** presented by Kimberley Seitz using the **MSEHS Five-Year Grant 2018-2023 Executive Summary**. Kimberley asked for input from Policy Council. No changes needed. Tali Nichols motioned to approve the **Five Year Mountain States Early Head Start 2018-2023 Grant**. Rachel Best seconded. Motion passed.
  - **Office of Head Start Updates:** Decreased funding to increase Duration for Head Start. This does not affect Early Head Start.
  - **Next Month’s PC Meeting Location:** CDA (several leadership staff in training)

**Table 3 “ERSEA” Report Out:** Cori Holman (filling in for Ioana Siegler), Jamie Lamson. **Reporter:** Jamie Lamson

- Jamie reported that the ERSEA table reviewed enrollment data, and discussed recruitment and low wait list. While reviewing data, the group noticed that in Bonner enrollment is low for foster children. The group brainstormed for ideas as to where to go to recruit families with foster children and those who are homeless.
- **PIR Report:** Cori Holman shared that the report was reviewed using **9804B- Early Head Start PIR Snapshot (Grid) 2/23/2018** during table discussion.

**Table 4 “Specialist” Report Out: Mental Health and Maternal Depression:** Brenda Hammond, Rachel Best, Lindsey Entel. **Reporter: Lindsey Entel**

- Lindsey shared that the Specialist table discussed maternal depression and the “empty cup syndrome” (when parents are trying to meet the needs of everyone else, but failing to meet their own needs, and “fill their cup”). Dads also can have maternal depression. Also talked about self-care for caregivers. Reviewed MH data.

**IHSA Updates & Next Steps (parent driven):** Amanda Liddle & Anna Marlatt reported on their experiences at the IHSA conference. They shared that they attended a “kid yoga” class, geared for kids 1-12, and heard updates about what is going on at the Gov’t level and is happening in Head Start. Parents did an amazing job speaking with legislators—who reported they learned a lot. Parents also took an advocacy training, and met with several members of congress and were able to share with them about personal parent experiences in Mountain States Early Head Start. Anna shared the poster she created at IHSA about the benefits she has received from the program. Amanda shared that she was grateful and honored for the opportunity to go to the IHSA conference as the IHSA Representative.

**Review & Determine PC Reimbursement Rates:** Kimberley Seitz presented using the **PC Reimbursement Discussion** handout (was also shown on screen). She reported that reimbursement rates need to be reviewed and reevaluated annually. Kimberley discussed the challenges, history, current budget needs, and recommendations (see handout). Policy Council members were asked to give feedback and ask questions about the proposed plan. Questions were asked about projections for next year and if the proposed new rates would help meet the budget. Kimberley shared that this was taken into consideration when management team met to determine the new recommended rates, and it would help offset other rising operating costs like potential expansion of service area. Rebecca Best shared that parents should be looking into carpooling when possible. PC members decided that they would still like to use the range of reimbursements due to a wide range of mileage traveled, and not a flat rate for everyone. Amanda Liddle motioned to approve the new reimbursement schedule to go in effect July 1, 2018. Tali Nichols seconded. Motioned passed.

**Discuss about our “WHY” we exist as a program:** Kimberley Seitz shared that we are looking for family stories for the 20<sup>th</sup> Anniversary Celebration, Annual Report, and other publications to communicate about “why” parents are in the program. Parents can be in a short video or provide written stories. For capturing written “why” stories, home visitors are sharing the “Gifts of Gratitude” for parents to fill out about their own individual stories. Amanda volunteered to share her thoughts around this at the Sandpoint Cloth Diapering class.

**Review and Determine Selection Criteria:** Cori Holman presented for Ioana Siegler. PC reviewed and discussed the application criteria that was determined as priority last program year, and then voted on which criteria PC members want rated highest priority and given the most points for the 2018-19 program year. After voting by placing sticker dots by selection criteria most important to each member, the results were as follows: Highest: “Parent/Caregiver with substance use history. Second highest: “Parent/Caregiver w/mental health issues.

- **Other Recommendations on Selection Criteria:**
  - Change the language from “Family graduated from NFP” to “referral from Nurse Family Partnership”. Policy Council decided to adopt this change.
  - From MSEHS Criteria): “Verified and suspected disability” is currently 1 item on the application. PC discussed the possibility of separating the criteria for “verified” and also “suspected” disability in order to give 3 points to verified and 2 points to suspected. After sharing thoughts, Policy Council decided to not separate the criteria but instead keep it as it is currently on the application.

**Review & Approve ERSEA Policies/Guides (if needed):** Ioana Siegler. There are no updates this year.

**Parent Discussion/Updates:** none

**Parent/Child Activity Idea:** VROOM video entitled “*What Makes a Superhero?*”

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

**Quarterly Recruitment Drawing:** (March, June, September & December): None

**Adjourn Meeting:** 12:07

**Notes Submitted by:** Jana Brooks

**Next Meeting:** **April 5, 2018: 10:00-noon, CDA Center. All remaining meetings this program year will be in C'DA.**