

**Policy Council Meeting Minutes**  
 Mountain States Early Head Start  
 Coeur d'Alene Center  
**April 5, 2018**  
 10:00 a.m. -12:00 p.m.  
**Meeting convened at: 10:10**



**Our Mission:**

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

<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, Mar	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, Apr	0
Sarah Benak	CDA, Parent		x	3-Nov, Dec, Jan, Mar	0
Rebecca Garwood- Resigned 11/17	CDA, Parent			1-Nov	0
Brachel Reicher	LL, Parent			2-July, Aug, Mar	0
Rachel Payseno-Best	SDPT, Parent	x		2-Oct, Dec	0
Gail Hanninen	Community Representative		x	2-Nov, Jan, Apr	0
Wendy Woods- Resigned 10/17	CDA, Parent			0	0
Tali Nichols (elected 12/17)	CDA, Parent (elected Dec. 2017)	x		0	0

**Staff:** Aleta Garcia-Clute- LL CM; Ioana Siegler – ERSEA Manager; Sara Smith, PFCE/CD/D Specialist; Sheila Farmin-Aumick, PAC Manager  
**Guests:** Molly Fay, FC; Jen MacKeage, FC

**Call to order-** Anna Marlatt

**Roll Call/Attendance:** Completed by Aleta for Sarah Benak

**Previous Meeting Minutes:** Presented by Anna Marlatt. Amanda Liddle motioned to approve the **April 2018 Policy Council Meeting Minutes**. Crystal Balback seconded. Motion 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 1 “Parent Committee and Center Reports” Report Out:** Aleta Garcia-Clute, Molly Fay, Rachel Payseno-Best, Anna Marlatt **Reporter:** Molly Fay

- **Center Committee Reports- All centers-**

**Sandpoint: Playgroups** Next playgroups begin in May. **Announcements** Currently enrolling for a Circle of Security Class on Monday evenings; 13 families are already signed up. 3 enrolled parents, 2 staff, and 1 community member participated in the Darkness to Light training, presented by Kris Logan on March 26th. **Facilities** We will be meeting to discuss plans for the garden and center spring cleaning in preparation for the 20<sup>th</sup> Anniversary Celebrations.

**Kootenai and Shoshone Counties: Announcements** Completed COS class at Kootenai Health Campus (VOCA). 13 graduates. Will be offering another COS class for Kootenai Co. beginning May 1. Shoshone staff will be offering COS for enrolled families. **Playgroups** Just began Lakeland and CDA Infant Session. Continuing to go well. **Upcoming Events** April is Strengthening Families Month, many center celebrations and community events (calendars and flyers distributed). Health Services Advisory Committee May 4. Ready for Kindergarten at EHS Kootenai Families April 19<sup>th</sup>, CDA Center, May 11, Shoshone Center. **Professional Development** Staff completed HOVRS training in March, 2 staff attended Strengthening Families Conference in Boise. All staff will be participating in Trust Based Relational Intervention (TBRI) training on April 20-21. **Facilities** Preparing the gardens for planting season, and beautifying the centers for 20 year Anniversary Celebrations.

- **Parent Committee Report-Diaper Project:** Cloth diapering class was held in CDA on March 15<sup>th</sup>, presented by Amy Plass. 9 families signed up, but only 3 attended. Very good class, sharing stories, tips, and ideas to help with cloth diapering success. Sandpoint class was canceled,

as only 1 family signed up. Amy will be available to provide support and is willing to offer another class if we have families who are interested in the future. A resource list for cloth and disposable diapers in each community will be available for families.

- **Other:** Farmers Markets are working to educate families about using food stamps @ the market, may be something to look into to provide more education for families. Idaho Gives Day is May 3 this year. We are working on getting our campaign ready. Parents are encouraged to help get the word out.

**Table 2 “Business and Financials” Report Out:** Sheila Farmin-Aumick, Crystal Balback, Tali Nichols **Reporter:** Tali Nichols

- **Financial Report & Credit Cards-** Tali Nichols reported financials looked fine, with no issues. Rachel Payseno-Best motioned to approve the **Financial Report and Credit Card Report** for February 2018. Tali Nichols seconded. Motion passed.

**Director’s Report & Program Updates**

- **Office of Head Start Updates:** none
- **All PC Meeting through June will be at CDA**
- **Review/Approval of Civil Rights Procedure and complaint form for VOCA Grant:** Tali and Crystal reviewed. Chrystal Balback motioned to approve the Civil Rights Procedure and Complaint form for VOCA Grant, with the addition of adding the non-discrimination statement that will be used on all VOCA funded publications. Rachel Payseno-Best seconded. Motion passed.

**Table 3 “ERSEA” Report Out:** Michelle Britton, Ioana Siegler **Reporter:** Michelle Britton

- **Enrollment Report:** We currently have 11 openings and 3 pending enrollments; most of the waitlist applications are over-income. Almost 50% of our applications are online. Continuing to look at why families drop the program: 45 families have dropped this year because are unable to participate due to schedules, 2 parents working, moving, no contact. 44/55 children/pw graduated.
- **Other Discussion:** An IA meeting with DHW in Bonner Co. is scheduled in May to discuss referral process, as there is low enrollment of foster families in Bonner. Looking at surveys to determine effectiveness of measuring outcomes and benefits (family strengths and needs, enrollment and exit surveys).

**Table 4 “Specialist” Report Out, PFCE/Child Dev/Disabilities Specialist:** Sara Smith, Amanda Liddle, Jennifer MacKeage **Reporter:** Jennifer MacKeage

- **Updates on 3<sup>rd</sup> HELP Checkpoint Assessment Data:** Language and literacy development continues to be the developmental domain which children are less likely to be at or above age level.
- **Discussion:** Working to provide staff with professional development that ensures all staff have a solid understanding of our School Readiness goals, and are confident in sharing age appropriate child development information with parents.

**EHS Semi Annual Report to the Board and PC:** Sheila presented the **April 2018-Board Meeting Program Report, Six Month Program Highlights.**

- **Highlights included:** VOCA Circle of Security Classes and meeting with Founder of COS Kent Hoffman; using funds received from Inland Northwest Foundation grant to purchase vision screening units; applying for Blue Cross grant to provide prenatal and

postpartum support/education groups and Circle of Security Classes in Bonner Co; developing a 5-county interagency community collaboration that included H&W, Children's Mental Health, MH/Substance Abuse Court Services, a faith-based program, medical providers, and DV agencies.

- **Plans/Priorities/Goals for next 6-12 months:** Apply for another VOCA grant to train all staff in Trust Based Relational Intervention; host three Open House events to celebrate MSEHS's 20<sup>th</sup> Anniversary; Work to overhaul our Childplus Dashboards to allow us to track and monitor family and child services more effectively.
- **Challenges/Risks?** Building a robust wait list for our program
- **Client Success Story:** Sheila read the success story of our 2 parents who represented EHS at the IHSA meeting in Boise, and their experience with opening the mind/perspective of one legislator by sharing their personal stories, and the benefits of EHS.

**Full report available on Sharepoint.**

**Update on School Readiness Goals 3<sup>rd</sup> Checkpoint:** Sara Smith presented the **Mountain States Early Head Start School Readiness Update 2017/2018 Report.** Language and literacy continues to be the domain in which children are less likely to be at or above age level. Big picture, our children are making progress. Ongoing enrollment makes it a little challenging to get aggregated data easily. However, Kindercharts, allows us to pull a report that shows children who participate in multiple checkpoints. 55 children participated in both checkpoints – across domains at least 90% demonstrated progress across domains. Areas of strengths seem to change from one assessment to the next. For children with delays/disabilities, cognitive skills are showing the most improvement. In general, most all enrolled children have language goals. See full report. What does this mean? Lower language and literacy scores are a nationwide trend. What are we doing to support? Language and literacy challenge of simple ideas to do in everyday routines to support language development; revised in-kind home teaching form; VROOM; all staff have completed the baby talks training that reinforced language and literacy milestones. We are helping to build family home libraries – collaborating with libraries, purchased new books for families to receive after the assessment period and as incentives to complete the literacy challenge. **Full report is available on Sharepoint and parents can view it if requested.** Crystal Balback motioned to approve the **Mountain States Early Head Start School Readiness Update 2017/2018 Report.** Tali Nichols seconded. Motion passed.

**Parent Discussion/Updates:** Crystal Balback shared upcoming opportunity: NIC is offering Teaching Adults Teaching Babies Sign Language, Thursday April 26<sup>th</sup> 4:30-6:30 in Todd Hall. Free!

**Parent/Child Activity Idea:** Sara Smith presented, **When life gives you a rainy day, go play in the puddles!** Reminder to encourage play and exploration in all types of weather, and the importance of outdoor play. Sara shared a video of young children running through mud puddles, playing in the rain, and ideas for setting up mud stations. Let children take the lead – use extra kitchen utensils and containers, pots, pans, etc. There are lots of ideas and information online.

### Meeting Wrap-Up

**Quarterly Recruitment Drawing:** (March, June, September & December, April): Congratulations Priscilla Pullen!

**Notes Submitted by: Aleta Next Meeting:** **May 3: 10:00-noon, CDA Center. All remaining meetings this program year will be in C'DA.**