

**Audubon Area Head Start
Policy Council Meeting Minutes
January 30, 2018**

The Audubon Area Head Start Policy Council met at Brother's Bar-B-Que in Madisonville, KY on January 30, 2018. Amanda Patton called the meeting to order at 10:40AM.

Members Present:

Azlin Lewis, Area 1 PR	Sarah Evans, Area 2 CR	Amanda Payne, Area 3 CR
Deborah Wilson, Area 6 CR	Ann Kay Smith, Area 7 CR	LeNell Mitchell, Area 9 CR
Beth Hodge, Area 9 PR	Angela Wolfe, Area 10 PR	Marilyn Adkins, Area 11 CR
Kathy Grindle, Area 11 PR	Amanda Patton, Chairperson	

Staff Present:

Peggy Grant, Head Start Director
Brad Wright, Program Operations Team Manager
Maryanne Mountain, Financial Resources Team Manager
Stephanie Thomas, Facilities & Transportation Team Manager
Stephanie Millay, Child Development Team Manager
Teresa Justice, Family & Community Services Team Manager
Amy Rafferty, Executive Assistant for Administration

Roll Call: Due to sign-in sheets being used Deborah Wilson made a motion to dispense with roll call. Sarah Evans seconded the motion; motion carried.

Quorum: A quorum of the Policy Council was present and able to conduct business.

Approval of Minutes: The minutes of the November 21, 2017 Policy Council meeting were included in the packet mailed prior to the meeting and are posted online. Beth Hodge made a motion to acknowledge receipt of and approve the minutes of the November 21, 2017 Policy Council meeting. Deborah Wilson seconded the motion; motion carried.

Approval of Agenda: Marilyn Adkins made a motion to approve the agenda. Ann Kay Smith seconded the motion; motion carried.

Old Business: There was no old business to discuss at this time.

Committee Reports

Family Services Advisory Committee: Minutes from the Family Services Advisory Committee meeting on November 21, 2017 were included in the packet mailed prior to the meeting. The committee met to review and update the Selection & Eligibility Criteria Policy/Protocol for the 2018-2019 school year. The full Policy Council was asked to approve the updated policy later in the meeting. Deborah Wilson made a motion to acknowledge receipt of and approve the

minutes of the Family Services Advisory Committee meeting on November 21, 2017. Angela Wolfe seconded the motion; motion carried.

Child Development and Curriculum Committee: Amanda Patton reminded the committee members about the lunch meeting immediately following the Policy Council meeting.

Health Advisory Committee: Minutes from the Health Advisory Committee meeting on November 30, 2017 were included in the packet mailed prior to the meeting. Kathy Grindle reported on the topics discussed. Beth Hodge made a motion to acknowledge receipt of and approve the minutes of the Health Advisory Committee meeting on November 30, 2017. Angela Wolfe seconded the motion; motion carried.

Contracts

Maryanne distributed and discussed the list of contracts needing approval at this time. The majority were dental providers, but the list also included contracts for the web-based training website, translation services and the WKU Delegate Agreement. Kathy Grindle asked how the dentists are chosen. Teresa explained that the Health Specialists meet with potential providers and they must agree to very specific requirements. Kathy and Beth Hodge talked about concerns with Dr. Largent in Paducah. Beth recommended Dr. Colgan. Teresa will follow-up on this. Sarah Evans made a motion to approve the contracts as discussed and indicated on the handout. Deborah Wilson seconded the motion; motion carried.

New Business

New Community Representative for Area 3 – Amanda Payne: Amanda Payne joined the Policy Council as the new Community Rep. for Area 3. However parent member approval is required before she can officially be seated and vote. Amanda represents Independence Bank and is very active in her community. Beth Hodge made a motion to approve Amanda Payne as the new Community Rep. for Area 3. Angela Wolfe seconded the motion; motion carried.

2018-2019 Selection & Eligibility Criteria Policy/Protocol: Peggy introduced Teresa Justice as the new Family & Community Services Team Manager. The 2018-2019 Selection & Eligibility Criteria Policy/Protocol was included in the packet mailed prior to the meeting. Teresa explained that the policy/protocol outlines the eligibility criteria by which children are accepted into the Head Start Program and aims to ensure that families with the most need receive services first. The Family Services Advisory Committee reviews and updates the policy annually. The full Policy Council and the Board are then asked to approve the updated policy each year. When the Family Services Advisory Committee met on November 21, 2017, it decided that only the policy statement would be changed as necessary to align with the new Head Start Program Performance Standards. There were several questions regarding point values and how totals are calculated. Peggy and Teresa explained the answers to each. Deborah Wilson made a motion to acknowledge receipt of and approve the 2018-2019 Selection & Eligibility Criteria Policy/Protocol. Ann Kay Smith seconded the motion; motion carried.

AACS Personnel Policies and Procedures Revisions – Sections 13.4 and 13.7: Peggy distributed and discussed AACS Personnel Policies and Procedures Sections 13.4 and 13.7, which were recently revised. The criminal record check requirements in Section 13.4 were updated to align with requirements set forth in the new Head Start Program Performance Standards. Section 13.7 had previously been revised to state that Home-Based Educators may hold an out of area field degree with a current CDA credential. The section has been revised again because it should have stated that it must be a current *home-based* CDA credential. Sarah Evans made a motion to acknowledge receipt of and approve the AACS Personnel Policies and Procedures revisions to Sections 13.4 and 13.7. Kathy Grindle seconded the motion; motion carried.

Child Outcomes: Full report functionality has still not been restored with the new My Teaching Strategies system, which used to be Teaching Strategies GOLD. This is a nation-wide issue. Assessments have been completed according to the normal timelines, but we were unable to pull the winter data that would normally be reviewed at this meeting. Stephanie M. distributed and discussed the Fall 2017 Child Outcomes data. She noted that this report is the numerical representation of the graphical report the members are used to seeing. Stephanie explained how to read and interpret the reports, which show measurements in six areas of development and include all children in all age ranges of the program (except for Migrant). It is the first of three assessments completed over the course of the school year and shows a snapshot of where the children were when they entered the program. Completed within the first thirty days of children walking in the door, it is the benchmark, or baseline data, to which the winter and spring assessments will be compared to. This data does not represent growth and shows that a large portion of our children are below the widely held expectations in almost all measurements, which is to be expected. The gaps should diminish over the year so that most should be meeting or exceeding widely held expectations by the end of the school year. Stephanie hopes to provide the Child Outcomes winter data at the next Policy Council meeting. That report will provide comparison data and show growth achieved thus far. Kathy Grindle asked if the parent company will be compensating the program for all of the time we have been unable to fully utilize their services. Stephanie said they have been unsuccessful in acquiring sufficient support at this time. There was some discussion with several additional questions from the members. Beth Hodge made a motion to acknowledge receipt of and approve the Fall 2017 Child Outcomes data. Deborah Wilson seconded the motion; motion carried.

Self Assessment: Peggy announced that this year's Self Assessment will be conducted very differently than in the past. Instead of looking at a snapshot of one point in the year, the Office of Head Start is encouraging programs to utilize ongoing data monitoring. The Executive Team is currently exploring Datasay, a technology company that can assist in creating an ongoing monitoring database that will allow us to ensure services are delivered efficiently and effectively throughout the entire year. Continuous improvement throughout the year, rather than a snapshot in time, will shape the Self Assessment moving forward. Peggy will provide more information at a later date.

Seven Hills: Peggy announced that Hartz Construction was awarded the bid for Seven Hills and started work last week. She distributed and discussed the project timeline. Final completion is set for July 2, 2018.

Background Checks: Peggy said the Division of Child Care is sending out information about the national background check program because child care has the same requirements and timelines as Head Start. The compliance date is set for September 30, 2018. Beginning in February, a pilot program using Race to the Top funds will allow licensed centers to conduct their background check process based on their license expiration date. This pilot program will continue until the funds run out. We want as many of our staff and contractors included as possible so that we are in compliance ahead of the September 30th deadline. Peggy added that the Executive Team is exploring the purchase of machines to do the fingerprint checks due to the quick turnaround for completion. She will provide more information at a later date.

NHSA Conference: April 24-27, 2018 in Anaheim, CA: Amy announced that the NHSA Conference is being held April 24-27, 2018 in Anaheim, CA. Seven members who have perfect attendance for the October, November, January and March Policy Council meetings will be able to attend the event at agency expense. The first four slots will be offered to the officers meeting the attendance requirements. If there are more eligible and interested members than remaining slots, names will be drawn at the March Policy Council meeting. Members who are not eligible to make the trip at agency expense may still attend but will need to pay for all expenses out of pocket.

Administrative and Program Reports

Federal Register Alerts and Grant Notices: A list of the past month's federal register alerts and grant notices from the Office of Head Start was included in the packet mailed prior to the meeting. Peggy also distributed correspondence from the Office of Head Start regarding the 50% program duration requirement, which is no longer in effect. Monies have not been available for programs to achieve that goal. However the 100% requirement for 2021 is still in effect until further notice. Peggy encouraged the members to visit the ECLKC website to view more information about these and access a wealth of resources. The website address is <https://eclkc.ohs.acf.hhs.gov/hslc>.

Monthly Program Report: Peggy distributed and discussed the October, November and December AAHS Performance Reports. She reminded the members that these have been unavailable due to the same issues with My Teaching Strategies that prevented being able to provide the child outcomes. Amanda Patton asked why the number of families is increasing while meals served is decreasing. Upon further inspection, Peggy said there is a possibility that some numbers are off. She will look into this.

Financial Reports: Maryanne distributed and discussed the December 2017 financial reports. These and the financial reports for each month are posted on the website. Maryanne also distributed and discussed the Federal Financial Report for the EHS/CCP grant. This is the final report for the program year. She noted that we lost a partner, Alicia Reeves, on December 8th. Ms. Reeves wanted to transition to center-based, and it wouldn't work to continue that partnership at this time. The Executive Team and Area 2 Local Area Manager are actively pursuing replacing that partner.

Director's, Team Managers', and Local Area Managers' Reports: Reports from the Director, Team Managers and Local Area Managers were included in the packet mailed prior to the meeting and are available on the website.

Policy Council Membership Update: The Attendance Report and Membership Termination Record were included in the packet mailed prior to the meeting. Amy provided three additional membership updates that occurred after that report was mailed. Amanda Payne joined the Policy Council as Area 3 Community Rep. Bobbi Flint joined the Policy Council as Area 11 Alternate. Virginia Brioness was terminated as Area 12 Alternate due to her child no longer being in the program. Area 12 staff are currently conducting the election process to fill the vacant position.

Deborah Wilson made a motion to acknowledge receipt of and approve all of the Administrative and Program Reports as listed above. Marilyn Adkins seconded the motion; motion carried.

Parent Committee Reports – Discussion – Question & Answer: Amanda Patton asked for parent committee reports. Several members talked about activities in their areas.

Door Prizes: Azlin Lewis, Angela Wolfe, Marilyn Adkins

Adjournment: Deborah Wilson made a motion that the meeting be adjourned. Ann Kay Smith seconded the motion; motion carried.

There being no further business, the meeting was adjourned at 12:20PM.

Attest: _____
Azlin Lewis, Policy Council Secretary

Amy Rafferty, Executive Assistant for Administration