

Policy Council Minutes for December 2017

Location : Somerset Tech Center

Time: 12:50

Called to Order by: Michelle Kimble

Attendance : Sarah Boucher, Alex Bastidas, Amanda Pollard, Sue Knarr, Melissa Weaver, Megan Stuftt, Michelle Chipps, Justin Stearns, Kim Miller, Sharon Pugh, Anne Garrison, Lindsey Leister, Michelle Kimble and Ruth Mulnix.

Minutes: Correction on the last meetings minutes , One bus is being used for Tech Center, instead of may be used. Motion made to approve this change made by Amanda Pollard 2nd by Michelle Chipps. All in favor.

Program Reports: Dave Mrozowski was not present so Anne stated that the Strategic Plan Committees have been working to get speakers for around the holidays about safety. Anne Garrison gave the Director's Report . A Compliance Table of Effective Dates was passed out and reviewed , it consists of the Performance Standards which are: Early Head Start center - based service duration. We are EHS Home Based. Head Start center-based service duration: 50 percent at 1,020 annual hours. We are currently 87% in HS. Head Start center – based service duration: 100 percent at 1,020 annual hours. Early Head Start home-based service duration. We are working on this. Curricula for center -based and family child care programs. We have a Creative Curriculum. Assessment, we have TS Gold Plus. Curriculum for home-based programs, EHS has Partners for a Healthy Baby. Quality Rating and Improvement Systems and Data Systems, which is PAQRIS= STARS. Data Systems, We have Federal Register Vol. 82#187. Complete Background check procedures. Child Development Specialist staff qualification, Home visitor staff qualifications, we are compliant. Coordinated coaching strategy and coaching staff qualifications, we are working on. Management of program data, we have Child Plus.

A summary of Changes for the Head Start Grant Application , Instructions with Guidance, version 3, was passed out and reviewed.

New Policy Council Committees designations was not done , due to insufficient members at the meeting, we will continue to follow up on this at

our regular meeting in January.

Site information was given out and reviewed with HS at 88% with 15% Diagnosed Disability. HSSAP at 17. EHS with 63% and 13% Diagnosed Disability. Cumulative Total of 158.

Fiscal Report: Alex Bastidas reported for the months of October and November were passed out and reviewed. The November report is HS at 80.72% and EHS at 78.71%. Admin Fee of 14.10% and In-kind of 33.41%. He also explained to the new members how the fiscal report works. A motion to approve the October fiscal was made by Michelle Chipps and 2nd by Sue Knarr. Motion made to approve the November fiscal was by Lindsey Leister and 2nd by Kim Miller. All in favor.

New Business : New Dates for Policy Meetings are as Follows unless contacted of change:

January 16th
February 20th
March 13th
April 10th
May 15th
June 12th
July 10th
August 7th
September 11th
October 9th

All meetings will be held at Hoss's Steakhouse in Somerset @ 11:15. Motion to adjourn was made by Sarah Boucher and 2nd by Michelle Chipps, time 2:00.

Submitted By :
Secretary, Ruth Mulnix