

Policy Council Meeting Minutes  
Mountain States Early Head Start  
Zoom  
May 4, 2023 - 10:00 a.m.-12:00 p.m.  
The meeting convened at 10:00 a.m.



**Our Mission:**

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

Policy Council Member Attendance:					
<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>
Policy Council Members					
Anna Fields, Chairperson	Parent Representative	X			
Brandy Mendy, Vice Chair	Parent Representative	X			
Brittany Czerniakowski, IHSA Representative	Parent Representative	X		2 – Aug., Jan.	
Kendra Bartlett	Parent Representative	X			
Karen Yother – Community Library Network	Community Representative	X			
LaTanya Keough - NIC Head Start	Community Representative	X		1 – Aug.	
Robyn Metzger, Secretary/Treasurer	Parent Representative	X		2 – Aug., April	
Shaura Larson	Jannus Board Liaison		X	3 – July, March, May	

**Staff Present:** Aleta G., Catie K., Chelsea A., Irene D., Jennifer H., Sandra M., Teresa R., Melissa B.

**Call to order:** Anna called the meeting to order at 10:08 a.m.

**Roll Call/Membership Attendance:** Completed by Melissa B.

**Connection Time:** Catie asked members to share their favorite area parks. Members shared their favorite parks and shared experiences.

**Previous Meeting Minutes:** Members reviewed minutes from the April 6<sup>th</sup> meeting.

- **Brandy M. motioned to approve the April meeting minutes; Brittany C. seconded and the motion for approval carried.**

**Table “Report Outs”/ New Business / Training**

**Director’s Report and Program Updates:** Aleta

**Grant Application Updates – Teresa Rains**

- We submitted our 5-year grant prior to the deadline on Friday, March 31<sup>st</sup>.
- Region X returned for additional information, and we resubmitted on April 28<sup>th</sup> and should hear something from Region X by Friday, May 5<sup>th</sup>.
- We will be addressing our under-enrollment plan as part of the Region X meeting as well.

### **Restructuring and Staff Updates / Hiring - Aleta G**

- **Playgroup Coordinator Hiring Update:** Our new PGC/FC, Mackenzie Knoles will be joining our program on Monday, May 8<sup>th</sup>, and Catie will be her mentor.
- Melody Wight, our Center Assistant for the CDA and Lakeland Centers, submitted her resignation this week and her last day will be tomorrow Friday, May 5<sup>th</sup>. We will look at this position again as our needs are changing and will be posting the job opening soon.

### **Office of Head Start Updates - Aleta**

- No correspondence from OHS this month and we have our under-enrollment discussion tomorrow.

### **Review of PC By-Laws – Aleta**

- PC members reviewed the By-Laws today and no changes were made.
- ***Kendra B. motioned to approve the current By-Laws; Karen Y. seconded and the motion for approval carried.***

### **Building Updates – Bonner and Shoshone: Irene Dreith**

- Sandpoint Center is in the final stages of renovations, and we plan to move in on May 18<sup>th</sup>.
- Shoshone Center is getting closer, and we are reviewing a contract with Community Action Partnership. The building will need some upgrade work prior to use, and we will keep you posted.

### **Financial Report & Credit Cards:**

- **February and March Financial Report** – Robyn looked over all reports and approved.
- **February and March Credit Card Statements** - Robyn reviewed all statements and approved.
- ***Brandy M. motioned to approve the February and March Financials and Credit Card Statements; Kendra B. seconded and the motion for approval carried.***

### **Table 1 Report Out –**

#### **Parent Education Opportunities and Active Family Engagement - Jennifer Hepinstall**

- **Coffee Connections**
  - June 21<sup>st</sup> – Coffee Connection will be held in our new center in Bonner County.
  - June 22<sup>nd</sup> - Coffee Connection, hopefully in Shoshone, but otherwise in Kootenai.
  - Jennifer invited PC representatives from each county to help create a booklet to provide our families at our Coffee Connections. We would like to make a list of details touching on the six topics mentioned on the recent surveys. We plan to meet at the CDA Center for coffee and work together creating the on booklets. More information to follow.

#### **Recruitment Events**

- April 25<sup>th</sup> Blossom Bash was held in Shoshone with only one family attending.
- May 10<sup>th</sup> Blossom Bash for Kootenai will be at the Harding Center from 10-11:30 am.
- June events include Pride in the Park on June 3rd, Family Day in the Park on the 9<sup>th</sup>, Beer & Browse in Smelterville June 24<sup>th</sup>.

- July – Post Falls Festival July 7<sup>th</sup>-9<sup>th</sup>, Sandpoint Pride July 15<sup>th</sup>, Silver Valley Pride July 22<sup>nd</sup>, and Rathdrum Days July 22<sup>nd</sup>.
- August – Pinehurst Days August 4<sup>th</sup>-6<sup>th</sup>
- September -- Ponderay Neighbor Day September 9<sup>th</sup>, SMC Health Fair September 23<sup>rd</sup>
- Karen shared the Library's Activity Bus and activities during the Kootenai County Fair.

### **Table 3 Report Out - ERSEA**

#### **ERSEA Enrollment Report and ERSEA Infographic (May 2023) - Sandra Menegas**

- Enrollment is currently at 88.
- We completed three new enrollments in April, all from families returning to EHS including one pregnant family and one family re-enrolling after the birth of a new baby.
- Exit total for April was nine which includes three children who completed the program and aged out, one family moved to Spokane, and one family with two children felt overwhelmed and asked to exit.
- Three families did not respond to EHS services after multiple engagement opportunities.
- The Waitlist has been reviewed and follow-up contacts have been made with families. Bambi continues to send EHS newsletters to our waitlist families.
- Referrals were received from ITP and online applications. We are following up and scheduling enrollment visits in May.
- Tuesday, May 2<sup>nd</sup> we will be in Cataldo and will have two new families and another enrollment today. Potentially five enrollments coming this week, which is wonderful. Another family returning from Mexico will be enrolling next week.

#### **What's New in ERSEA – Sandra**

- Jennifer and I attended the Strengthening Families event in Post Falls and connected with families and community partners.
- Mikayla, Karen, and I attended the Shoshone Blossom Bash and one enrolled family attended.
- Dave has been visiting agencies delivering recruitment materials throughout the community.
- We will host a Blossom Bash in CDA on May 10<sup>th</sup> from 10:00–11:30 am at the Harding Center, planting flowers, making suncatchers and enjoying story time.
- Infant Toddler Program (ITP) in Coeur d'Alene continues to be the primary referring community partner.
- As always, I welcome any ideas you may have to support enrollment and recruitment.

#### **Eligibility Percentages:**

- SNAP / SSI / TANF 29.5%
- Over Income 10.2%
- Foster Care – 3.4%
- Income Below 100% - 28.4%
- Income 100-130% - 4.5%
- No Permanent Housing – 22.7%

**Enrolled Families Data: 153 Funded Enrollment**

- 88 Enrolled
- Kootenai – 60
- Shoshone – 6
- Bonner – 22
- 19 children enrolled with a disability.

**BREAK 11:00-11:05**

**Child Development / Disabilities Report** – Catie Kotmel

- **Disabilities Services Report**
  - Catie explained the types of disabilities services provided and categories (see attachment).
- **Transition to Parents as Teachers Curriculum** – We will incorporate a new curriculum into our program this year and all staff will be training from May 30<sup>th</sup> to June 6<sup>th</sup>. This aligns with our home-based model and it will be a great fit for us, and we're excited to learn. We will be utilizing a portion of the spend-down budget for this curriculum. We will continue to use the HELP Ongoing Child Assessment.

**Order of Business:**

**Board Report / Updates** – No board updates and Shaura Larson was absent today.

**Policy Council Elections and End of Year Celebration** – Aleta

- Along with our current members, we are excited to have new families interested in being part of Policy Council and we hope for a strong and vibrant balance. Community Representatives, please let Aleta know if you would like to continue for the upcoming program year. Elections will take place May 8<sup>th</sup> – 15<sup>th</sup>.
- End of the Year PC Celebration was discussed. The event will be held here at CDA Center and we hope you and your children can attend. Catering options were discussed and members shared they look forward to eating and spending time visiting together.

**Parent & Community Discussion/Updates:**

- Karen shared the Post Falls Library will be at the New Leaf Nursery on May 18<sup>th</sup>.
- May 5<sup>th</sup>-7<sup>th</sup> Just Between Friends Sale at the Fairgrounds
- May 6<sup>th</sup> from 10am-2pm, Single Mom's Celebration – free things for single moms and kids.
- May 16<sup>th</sup> – time to vote for PF libraries.
- May 10<sup>th</sup> – Blossom Bash at the Harding Center.
- May 13<sup>th</sup> – Depot Day and Car Show in Wallace

**Parent Child Activity** – Catie Kotmel

Catie suggested visiting your favorite park with your family and enjoy the beautiful weather.

**Meeting Wrap-Up:**

***The meeting was adjourned by Anna at 11:28 am.***

- Next Policy Council Meeting and End of Year Celebration will be held in-person on June 15, 2023 from 10:00 am to Noon at the CDA Center.