

Policy Council Meeting Minutes
 Mountain States Early Head Start
 Hybrid
 June 15, 2023 - 10:00 a.m.-12:00 p.m.
 The meeting convened at 10:00a.m.



Our Mission:

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

Policy Council Member Attendance:					
<i>Name & 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	1 - June	
Karen Yother – Community Library Network	Community Representative		X	1 - June	
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., Jana B., Jennifer H., Mikayla B., Sandra M., Teresa R., Melissa B.

Call to order: Robyn M. called the meeting to order at 10:07 a.m.

Roll Call/Membership Attendance: Completed by Robyn

Connection Time: Welcome to all attending in person and via Zoom.

Previous Meeting Minutes: Members reviewed minutes from the May meeting.

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

Table “Report Outs”/ New Business / Training

Director’s Report and Program Updates: Jana Brooks

Grant Application Approval

- Jana expressed her appreciation to all as she is transitioning back to work following time on FMLA.
- A PowerPoint presentation was shared outlining the following:
 - We received word last week that our application reduction has been approved, reducing our enrollment cap from 153 to 125. This will go into effect on July 1, 2023.

- Funding will allow us to hire a new Mental Health Specialist, a Prenatal Specialist, provide raises for our staff to align with Jannus' employees, reduce prep time, as well as rent a new building in Shoshone.
- Numbers per county: Kootenai – 75, Bonner - 30 and Shoshone - 20
- We are already at 87% in Bonner, 89% in Kootenai, and 35% in Shoshone.
- Our 5-year grant is still pending approval and we hope to hear something before July 1st.

Restructuring and Staff Updates / Hiring – Jana Brooks

- We have a new position opening on 6/16/23 for a Program-wide Center Assistant to serve all four of our centers.
- We will be hiring two new Family Consultants (Bonner and Kootenai/Shoshone)
- The Mental Health Specialist and Prenatal Specialist positions are scheduled to open after July 1st.

Office of Head Start Updates - Focus Area 1 Monitoring Review Announcement:

- We will have a review during this upcoming year focusing on program design, education and child development program services, health programs, as well as family and community engagement.
- We will be given a 45-day notice prior to the review and will be contacting Policy Council members when that time nears.

Building Updates – Bonner and Shoshone: Jennifer Hepinstall and Mikayla Brown

- Sandpoint Center is still unpacking boxes and ordering final items. It is a process as we are simultaneously closing the old office and setting up the new. One positive is that we are making connections with community partners and building relationships. We may have two Open Houses—one for community partners and one for our families.
- Shoshone Center is getting closer and Mikayla met with the contractor yesterday. He is confident we can have paint and flooring completed by month's end and IT met virtually for a walkthrough and things look promising. Community Action Partnership will be our new neighbor and they seem excited we will be there. Stay tuned for updates!
- Blueprint for building was shared by Mikayla.

Special Note: We lost a dear staff member on May 22nd, our Center Assistant in the Bonner office, Bambi Marshall. Her obituary is in the Sandpoint paper and we plan to recognize Bambi permanently in our new Sandpoint Center. During our last meeting, the staff took special time to honor Bambi's memory.

Financial Report & Credit Cards:

- **April Financial Report** – Jana Brooks
 - New buildings are taking a large portion of our spend-down this year.
 - We will make our match for In Kind at 12.39% for In Kind as well as administrative expenses.
 - Recruitment spending has been a major focus.
 - ARP had to be spent by the end of PY and this has been finished.
- **April Credit Card Statements** - Robyn reviewed all statements and approved.

Brandy M. motioned to approve the April Financials and Credit Card Statements; La Tanya K. seconded and the motion for approval carried.

Table 1 Report Out –

Parent Education Opportunities and Active Family Engagement - Jennifer Hepinstall

- **Coffee Connections – Cones & Connections**

- Our last get-together for the year will be Cones & Connections coming up June 20th 2:00 – 3:00 pm. We will meet via Zoom rather than in person as the new centers in Sandpoint and Shoshone are both not yet ready for families. I am working with Policy Council to create an activity / event book with free or low-cost fun summer events and activities which we will roll out at the connection – it will be available to share with families on home visits that week as well.

Recruitment Events

- June 3rd - Pride in the Park
- June 9th - Family Day in the Park
- June 24th - Beer & Browse in Smelterville
- July Events –Sandpoint Pride July 15th, Silver Valley Pride July 22nd, and Rathdrum Days July 22nd.
- August Events – Pinehurst Days August 4th-6th
- September -- Ponderay Neighbor Day September 9th, SMC Health Fair September 23rd
- Sandpoint Open House
- Shoshone Open House
- CDA Community Baby Shower and Family Resource Fair

Table 3 Report Out - ERSEA

ERSEA Enrollment Report and ERSEA Infographic (June 2023) - Sandra Menegas

- Enrollment is currently at 97
- We completed 10 new enrollments in May. These included:
 - One enrolled family with a new pregnancy
 - 4 referrals from ITP
 - 1 referral from Health & Welfare
 - 1 referral from St. George's Catholic Church in Post Falls
 - 2 referrals from Head Start
 - One returning family who was previously enrolled last year.
- Exit total for May: One family moved to Michigan.
- The Waitlist has been reviewed and follow-up contacts have been made with families.

What's New in ERSEA – Sandra

- We hosted a Blossom Bash in CDA on May 10th and families enjoyed planting flowers, having snacks, engaging with Catie's story time, and making friends.
- 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 31.3%
- Over Income 9.4%
- Foster Care – 4.2%
- Income Below 100% - 27.1%
- Income 100-130% - 4.2%
- No Permanent Housing – 22.9%

Enrolled Families Data: 153 Funded Enrollment

- 97 Enrolled
- Total enrollment reported to OHS -100 (includes 3 vacancies in 30-days)
- Kootenai – 67
- Shoshone – 7
- Bonner – 26
- 22 children enrolled with a disability.

Child Development Update – Aleta Garcia-Clute

- **Parents as Teachers Curriculum** Training was completed by all staff during the week of May 30th to June 6th. This aligns with our home-based model and it will be a great fit for us.
- **What's Next** – In-house committee will work on how to implement new curriculum and staff support

Order of Business:

Board Report / Updates – Shaura Larson

- Next scheduled meeting is set for October and new board members will be joining.
- Jannus Board wants us to know if there is anything MSEHS needs regarding Bambi-- please let them know.

Parent Child Activity – Aleta Garcia-Clute

- Letter to My Child, Letter to Me

PC Member Recognition & Lunch – Aleta

- PC members were recognized with a certificate, a small bouquet, and an MSEHS T-shirt.
- Lunch was catered by Qdoba and enjoyed by all.

Meeting Wrap-Up:

The meeting was adjourned by Anna at 12:00 pm

- Next Policy Council Meeting will be July 13th.