

Policy Council Meeting Minutes  
Mountain States Early Head Start  
Hybrid  
July 13, 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 &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					
Brandy Mendy, Vice Chair	Parent Representative	X			
Brittany Czerniakowski, IHSA Representative	Parent Representative	X			
Kendra Bartlett	Parent Representative	X			
Karen Yother – Community Library Network	Community Representative				
LaTanya Keough - NIC Head Start	Community Representative	X			
Robyn Metzger, Secretary/Treasurer	Parent Representative		X	1 - July	
Shaura Larson	Jannus Board Liaison		X	1 - July	
Brooke France	Parent Representative	X			
Jasmine Hannah	Parent Representative	X			
Tara Mayers	Parent Representative	X			

**Staff Present:** Aleta Garcia-Clute, Jennifer Hepinstall, Catie Kotmel, Teresa Reins, Mikayla Brown, Irene Dreith, Sandra Menegas, Jana Brooks

**Call to order:** Brandy called the meeting to order at 10:00 a.m.

**Extension of PC Officer Roles until August meeting:**

- ***Kendra motioned to extend PC Officer roles until August meeting; LaTanya seconded and the motion for approval carried.***

**Roll Call/Membership Attendance:** Completed by Aleta Garcia-Clute.

**Connection Time:** Introductions of all members: Shared name, children, and favorite aspect of summer.

**Previous Meeting Minutes:** Members reviewed minutes from the June meeting.

- ***LaTonya motioned to approve the June meeting minutes; Brittany seconded and the motion for approval carried.***

**Old Business:** (if applicable)

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

### **Training:**

- **Introduction to Policy Council**
  - Aleta described the training that will be provided to PC members throughout the year.
  - Group watched “Leading the Way: Families are Powerful Partners.”
  - Notebooks will be distributed at the August PC meeting.
- **Simplified Parliamentary Procedure / Robert’s Rules of Order**
  - We will have monthly meetings and the upcoming meeting agenda will be available and emailed to members prior to the monthly meeting. We will follow Robert’s Rules of Order for voting:
    - Member makes a motion.
    - Another member seconds the motion.
    - Chair states motion.
    - Discussion
    - Chair asks for vote: Aye? Nay?
    - Chair announces result.
- **Standards of Conduct**
  - Reviewed Standards of Conduct for Policy Council.
  - Policy Council members signed and submitted the Standards of Conduct to Aleta.

## **Program Design & Management Report Out**

**Director’s Report & Program Updates:** Jana Brooks

### **Grant Updates**

- We have received official approval for our next five-year grant.

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

- We have seven open positions for which we will be hiring, including:
  - Health and Safety Specialist, Bonner County Family Consultant, Kootenai/Shoshone Family Consultant, Perinatal Support Specialist, Mental Health Specialist, Center Assistant (program-wide), Community Outreach Specialist.
- MSEHS will be asking for PC support throughout the hiring process.

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

- Sandpoint Center – Open House is scheduled for September 18th.
- The Shoshone building is being renovated and we will be scheduling an open house once the center is up and running.

**Financial Report & Credit Cards:**

- **May / June Financial Report** – Jana
  - Jana explained our financial report to council members.
- **May / June Credit Card Statements** – Robyn, treasurer, was absent from this meeting so the credit card statement approval was tabled until the August meeting.

***Tara motioned to approve the May Financials; LaTonya seconded and the motion for approval carried.***

**Report Out – PFCE**

- **Upcoming Classes:**
  - Circle of Security – 2 Group classes will be held in the upcoming year.
  - Coffee Connections – In-person Coffee Connections will be scheduled and announced.
  - Making Sense of Your Worth – In-person training offered for MSEHS families.
  - MSEHS will partner with iCare in offering parenting classes.
- **Upcoming Community Events**
  - New Leaf Nursery – Will be offering a free community event Saturday, July 15<sup>th</sup>.
  - Shoshone County – Pinehurst Library events on Mondays, Pinehurst Days.
  - Post Falls – Tinker Time Studio (\$25 for hour-long session), opportunity for collaboration.

**Table 3 Report Out - ERSEA****ERSEA Enrollment Report and ERSEA Infographic - Sandra Menegas**

- Enrollment is currently at 93 (of 125 total).
- We completed one new enrollment in June which included:
  - One new enrollment in Kootenai County.
  - One referral from CDA Pediatrics.
- Exit total for June was four (three children completed program.)
- The Waitlist has been reviewed and follow-up contacts have been made with families.

**What's New in ERSEA – Sandra****Eligibility Percentages:**

- SNAP / SSI / TANF – 31.9%
- Over Income - 9.6%
- Foster Care – 4.3%
- Income Below 100% - 26.6%
- Income 100-130% - 3.2%
- No Permanent Housing – 23.4%

**Enrolled Families Data: 125 Funded Enrollment**

93 Enrolled

- Total enrollment reported to OHS - 99
- Kootenai – 66 (aiming for 75 enrolled families)

- Shoshone – 7 (aiming for 20 enrolled families)
- Bonner – 26 (aiming for 30 enrolled families)
- 8 pregnant participants are currently enrolled.

#### **Child & Family Services Report Out** – Catie Kotmel

- **Child Ongoing Assessment Report:**
  - HELP Assessment Report – 42 out of 83 children completed the assessment.
- **Updates on Community Assessment**
  - Completed by Arrowleaf Consulting. The assessment provides insight and guidance for the program.
  - We will email last year’s community assessment to PC members for their review.
  - We are looking forward to receiving the recent version of the community assessment within the next couple of months.

#### **Order of Business:**

**Jannus Board Report / Updates** – Shaura Larson absent from meeting today.

- **Next Jannus Board meeting scheduled July 27th**

#### **Health & Safety Screener & Governor Leadership Screener**

- The Health & Safety Screener needs to be completed and submitted within 75 days of each new grant cycle.
- PC members can help with the H&S screener for each center – Jasmine will help with the CDA Center, Tara will help with the LL Center, Brittany will help with the Sandpoint Center.

#### **Policy Council Officer Roles & Elections** – Aleta

- Aleta proposed having three in-person Policy Council meetings (July, January, and June) and the rest will be virtual.
- Meetings will not happen in September due to back-to-school activities and February due to the IHSA Conference.

***Kendra motioned to approve the meeting schedule; Tara seconded and the motion for approval carried.***

#### **Mindful Moment / Activity** – Catie

- Five-finger breathing

#### **Meeting Wrap-Up:**

***The meeting was adjourned by Brandy Mendy at 12:05pm***

- Next Policy Council Meeting will be August 3, 2023, at 10:00 am via Zoom.