

Policy Council Meeting Minutes

Mountain States Early Head Start

Zoom

October 5, 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 & Title</i>	<i>Center and Representative Type</i>	<i>Present</i>	<i>Absent</i>	<i># of Absences</i>	<i># of unexcused Absence</i>
2023-2024 Policy Council Members					
Maddie Mandero, Chairperson	Parent Representative	X			
Brandy Mendy	Parent Representative	X			
Kendra Bartlett, Vice Chairperson	Parent Representative	X			
Karen Yother – Community Library Network	Community Representative	X			
LaTanya Keough - NIC Head Start	Community Representative	X			
Brittany Czerniakowski	Parent Representative	X			
Robyn Metzger, Secretary/Treasurer	Parent Representative	X		1 - July	
Shaura Larson	Jannus Board Liaison	X		1 - July	
Brooke France	Parent Representative	X		1 - August	
Jasmine Hannah	Parent Representative		X	1 - August	
Tara Mayers	Parent Representative		X		

Staff Present: Aleta Garcia-Clute, Jana Brooks, Sandra Menegas, Teresa Rains, and Melissa Bennett.

Call to order: Maddie M. called the meeting to order at 10:07 am.

Roll Call/Membership Attendance: Completed by Robyn M.

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

- **Brandy M. motioned to approve the August meeting minutes; Kendra B. seconded and the motion for approval carried.**

Connection Time: Aleta shared inspirational cards with each member.

Old Business: With the Vice Chairperson vacancy, we will nominate and elect a new officer today. Nominations were requested and Kendra B. nominated herself. There were no other nominations.

- **Brandy M. motioned to elect Kendra as vice chair; Robyn M. seconded and the motion for approval carried.**

Table “Report Outs”/ New Business / Training

Program Design & Management Report Out

Director’s Report & Program Updates: Jana Brooks

Grant Updates

- Jana shared we are three months into the new 5-year grant cycle. We have made much progress already and a PowerPoint was shared with the group outlining details. (See attachment)

Staff Updates / Hiring -

- When fully staffed, MSEHS has 27 FTE’s (full-time equivalents). Currently we are at 22.25 FTE with 4.75 remaining.
- We will soon need to hire two Family Consultants for Kootenai/Shoshone, as well as a Health & Safety Specialist, a Perinatal Specialist, and a Mental Health Specialist. The Mental Health Specialist position will be filled at .75 FTE.
- We just hired Karen Dapron as our Center Manager for Kootenai/Shoshone and she will be excellent in the role. Karen has previously been an FC and Playgroup Coordinator for Shoshone and has been with MSEHS for over 6 years.
- Just this week we hired a new Program Office Coordinator, Heather Woodie, who will be starting with us at the end of October or early November.
- We would like to add nutrition to the Perinatal Specialist job description. This proposed addition was voted on by the members:
 - ***Brandy M. motioned to approve the addition of nutrition to the Perinatal Specialist position; Robyn M. seconded and the motion for approval carried.***

OHS Correspondence

- Although the recent potential Government Shutdown would not have affected us because we have already received our PY funding, OHS did send out information to all Head Start programs. Fortunately, President Biden has signed a Continuing Resolution to continue funding through November. If changes do occur in the future, we may have to stop hiring open positions for a brief time as we would want carefully to look at our budget.

Financial Report & Credit Cards:

July/August Financial Report – Jana

- The July/August financial report was reviewed. We typically do not have too much happening at the beginning of the year and we are below our spending for staff. In Kind (NFS) is not recorded yet, with 11.41% from families as well as PC members time attending this meeting. Administrative costs are on track. At the end of the year, we could move surplus funding to building, etc.
- **July/August Credit Card Statements – Robyn M. reviewed and approved.**

- *Karen Y. motioned to approve the August financials, Brandy M. seconded and the motion for approval carried.*
- *Kendra B. motioned to approve the July and August Credit Card Statements; Karen Y. seconded and the motion for approval carried.*

Program Goal Updates – Teresa R.

Teresa shared our goals with the members along with a handout outlining the objectives and updates for each goal. Jannus started strategic planning and we will align our mission and vision with theirs.

- Goal 1: MSEHS will build a healthy work culture and sustainable program.
- Goal 2: MSEHS will be fully enrolled and maintain a healthy waitlist.
- Goal 3 MSEHS will provide services which are engaging, inclusive and equitable.
(See attachment for all objectives and updates.)

Center Manager Report – Shoshone and Sandpoint – Aleta

- The Shoshone building has been wired for internet and furnishings are being delivered. We would like to have a “Desk Assembly Party” soon! Aleta will reach out to members with a date/time.
- Appliances will be delivered next week. We are hoping for an open house in December.
- The Sandpoint open house was held on September 18th and was a big success.
- We would like to hold a PC meeting at the new Sandpoint Center this year—more to come.

Community Assessment Executive Summary – Teresa Rains

- Teresa shared that our Community Assessment is complete with over 60-plus pages containing a summary of how many eligible children and pregnant families are in our area. Data is always behind a couple years, but this is the most recent data.
- K-12 statistics were shared (see handout) and broken down by county.
- Poverty rates and housing rates have been one of the largest increases in the country. More information on the breakdown per county (see handout).
- Group discussed differences in income between the three counties.
- Jana asked members for suggestions when we begin next year’s assessment in March 2024.

BREAK 10:54-11:04

Kendra B. led the remainder of the meeting as Maddie was called away.

Engagement Report Out – PFCE

- **Parent Education Opportunities / Update – Jennifer Hepinstall**
 - Jennifer shared a financial literacy class which went very well. Please visit the website for Economic Opportunity at the Jannus website. Great classes and resources and specialized low-cost loans.
 - Coffee Connections will continue this year in all three counties.
 - The Coffee Connection on September 21st was a “Paint and Sip” event which was very well attended

and a lot of fun! We will hold this in Shoshone and Bonner in March. Participants were given a paint by numbers kit which we ordered from Amazon. We enjoyed painting, chatting, and connecting.

- Making Sense of Your Worth is coming up in the new year, January 10th-March 2nd. Shaura is a trainer and would like to help.
- Circle of Security classes started this week and will be held each Wednesday from 10:00-11:30am through November 15th.
- More education opportunities coming up—please let Jennifer know if there is something you would like to discuss.

Family Outcomes Survey Results 2022-2023 (see handout)

Jennifer reviewed each model and explained the scoring rubric. (see handout)

Table 3 Report Out – ERSEA-

ERSEA Enrollment Report and ERSEA Infographic - Sandra Menegas

- Enrollment is currently 80 and we will be meeting with a new family this afternoon.
- We completed six enrollments in August (five referred from ITP.)
- We had ten exits in August.
- September: Doing great with Individual Family Service Plans (IFSP's) with 22 enrolled.
- **6 enrollments** (see attachment)
- **Exits – 12 total:** Four children transitioning to HS and Developmental Preschool, two children are turning 3-years-old and aging out, six families not responding after multiple attempts to contact them.
- The Waitlist has been reviewed and follow-up contacts have been made with families.
- Working with Mikayla on HubSpot, a tracking tool and learning new software.

What's New in ERSEA – Sandra

Eligibility Percentages: August

- SNAP / SSI / TANF – 31.6%
- Over Income – 11.4%
- Foster Care – 5.1%
- Income Below 100% - 27.8%
- Income 100-130% -2.5%
- No Permanent Housing – 21.5%
- Shoshone enrollment has increased to 12. Remaining stable in Bonner but dipping in Kootenai. We continue to be present at multiple community events throughout the year.

Nutrition Services Summary – Aleta

Our Memorandum of Understanding (MOU) has recently been updated with the registered dietician at PHD. This service is now available for our families and provides free nutrition support from a registered dietician. They also provide a review of our playgroup menus. With this one 2-hour course the RD can answer any of our questions. This training is a wonderful resource. Please let us know if you have any questions and we can tailor the training time to be relevant to your needs. We can also look at making the training direct to parents if there is interest. Please let your FC know and we will provide this training information for you!

Program Information Report (PIR) – Teresa R.

Teresa presented our annual PIR data report to members:

- This report is submitted annually at the end of each program year (within 60 days) and provides a snapshot of what was reported to OHS. This most recently ended June 30, 2023.
- A breakdown of items, enrollment and family services were outlined. (see attachment)

Jannus Board Report / Updates – Shaura Larson

- Jannus Board will meet in-person on October 26th in Boise. Jannus is a non-profit organization that provides shared services for several other non-profits (HR, IT, Fiscal, etc.) The regular meeting will be in October followed by a special November Strategic Planning meeting which will focus on goals, mission, vision, values.
- Hired a new Operations Manager, Darnisha Orcutt, who is making sure programs are running smoothly.
- Jannus will be celebrating its 50th anniversary next May, so they will be doing some activities this year! Stay tuned for more on upcoming activities.

Order of Business:

Old Business: (Vice Chair vacancy)

Policy Council Officer Training Follow-up – Kendra B.

- Container Building/Agreements - Kendra and Maddie went over the rules and items, stressing we should always assume positive intent.
- Discussed holding a meeting at the Sandpoint and Shoshone center. Proposed Meeting Schedule at other sites: virtual is always an option and childcare will be available.
 - November 2nd, Sandpoint
 - May 2nd, Shoshone

Policy Council Parent Project – Aleta

- Parent Projects are led by parents and they propose an idea/plan and follow through. We can provide up to \$1,500 for the project. Examples have included a program cookbook, oral health resources, a cloth diapering class, a yearbook, and family stories.
- Members are asked to decide on a timeline and what the project will be. Anna Fields, our past PC Chairperson, is now our intern and her intern project is to help with this activity. She will be in touch to schedule times for planning. Start thinking of ideas and Anna has a few to share as well.
- One focus could be on goals and enrollment.

Community Updates

Karen shared a reduction to the Community Library budget.

Hayden library will be having a “Where the Wild Things Are” activity in Rathdrum and lots of family opportunities.

“Book Babies” in Athol and Rathdrum as well as Hayden and Post Falls.

Shaura shared Village of Hope for children in Foster Care. Visit their website. They also run Making Sense of Your Worth, and a Parents Night Out.

LaTanya shared a “PB&J free food giveaway” in Rathdrum today at the Senior Center.

Gives away free produce for families. 4:30-5:00 pm today

Second Harvest will be at the Hayden Library, Wednesdays from 11am-1pm. They provide fresh produce, milk, meat, bread, and this is a drive-through service open to everyone!

Brandy Mendy shared a nutrition update and suggested we could have a group training on peanut allergies.

Meeting Wrap-Up:

The meeting was adjourned by Kendra Bartlett at 12:02pm.

- Next Policy Council Meeting will be November 2, 2023, at 10:00 am in-person at the new Sandpoint Center.