

## Policy Council Meeting Minutes

Mountain States Early Head Start

Zoom

November 2, 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>
2023-2024 Policy Council Members					
Kendra Bartlett, Vice Chairperson	Parent Representative	X			
Robyn Metzger, Secretary/Treasurer	Parent Representative		X	2 – July, Nov.	
Brandy Mendy	Parent Representative	X			
Brittany Czerniakowski	Parent Representative	X			
Tara Mayers	Parent Representative	X		1 - October	
Shaura Larson	Jannus Board Liaison	X		1 - July	
Brooke France	Parent Representative	X		1 - August	
Karen Yother – Community Library Network	Community Representative		X	1 - November	
LaTanya Keough - NIC Head Start	Community Representative		X	1 - November	

**Staff Present:** Aleta Garcia-Clute, Jana Brooks, Karen Dapron, Sandra Menegas, Teresa Rains, Melissa Bennett

**Call to order:** Kendra called the meeting to order at 10:04 am.

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

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

- **Brandy M. motioned to approve the October meeting minutes; Tara M. seconded and the motion for approval carried.**

**Connection Time:** Aleta introduced Karen Dapron who has been promoted to Center Manager for our CDA and Shoshone centers. Aleta also shared that our former FC, Sarah Howell, is now our Health & Safety Specialist.

**Old Business:** We planned to nominate and elect a new Vice Chairperson today as Kendra has moved into the Chairperson position. Nominations were requested; however, we will table it until our next meeting.

### **Table “Report Outs”/ Training**

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

### **Director's Report & Program Updates:** Jana Brooks

#### **Grant Updates**

- MSEHS will be present for a special Jannus board meeting to look at the grant, however, a special PC meeting for this item is not needed.
- We have not yet received dates for our review. A 45-day notice will be given once the review is scheduled and we will alert Policy Council as soon as we receive the notice.

#### **Staff Updates / Hiring -**

- We currently have available 4.75 FTE, or five (5) open positions. Two of our recent openings were filled internally leaving us with two Family Consultant vacancies to fill. We will be interviewing four Kootenai/Shoshone Family Consultant candidates next Thursday, November 9<sup>th</sup> from 8:45am-3:00 pm. One PC parent is invited to join the interview committee. Please let Jana or Aleta know if you have an interest.
- We will soon be posting two more positions, the Perinatal & Nutrition Specialist, and a Mental Health Specialist.
- The new Shoshone center move-in day occurred Monday, October 30<sup>th</sup>. We have orders for rocking chairs and other items to finalize the playgroup room. Bubble Fish Tubes are on order!

#### **OHS Correspondence**

- Region X specialists visited in October for a staff training on Setting Family Goals.
- MSEHS sends reports to the Head Start Enterprise System including a hiring report, staff development and family engagement reports, and Mikayla's recent outreach report. We can provide the full story behind the numbers reflected in these reports and we can show the steps we are taking toward being fully enrolled.

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

##### **September Financial Report – Jana**

- The September financial report was reviewed which reflected the first three months of the program year. Due to the positions which are currently unfilled, the salaries/benefits reflect extra funds. We work closely with fiscal to be sure we have wages entered correctly.
- We will be reviewing October's report at our December meeting.
- **September Credit Card Statements** – Robyn M. reviewed, however she was disconnected from the Zoom meeting due to technical difficulties and we will table the vote until next time.
  - **Due to insufficient quorum, vote was tabled.**

## Today's Training:

- **Handling Complaints, Investigations, and Child Abuse/Neglect Reporting** – Aleta and Jana

Aleta described the steps of handling complaints, investigations, and child abuse/neglect reporting. If confronted with a situation, please go to Jana or Aleta. If it is something extremely complicated, you can also contact Jannus directly with any issues or concerns. We do have an “impasse procedure” for disagreements with Policy Council and the Jannus Board which includes formal written letters and a plan for resolution. Reminder: we are all mandated reporters as stated in our Standards of Conduct with a process in place. Call within 24 hours to Child Services and write a formal complaint. We always welcome your questions if you would like more clarity on any of these procedures.

**BREAK 10:47 am– 11:00 am**

## Outreach and Engagement Report Out – PFCE

- **Community Outreach Report** – Mikayla Brown
  - Mikayla joined us via video. The Community Outreach monthly report was shared with the purpose of communicating recruitment efforts (see attachment.) MSEHS continues to focus on building community partnerships and utilizing various media such as our new HubSpot CRM tool and we are also back on Instagram!
  - We have had community partners reaching out to work with us. Mikayla is available to meet with anyone who would like to visit about partnering with us.
  - 11 new partnerships have been created focusing on education, victim services, inclusion, and we are hoping to begin advertising in newspapers and on TV. We hope to increase the use of the Enroll Now and Contact Us links on our website and learn how families are hearing about us.

## Community Updates - Tabled

## Table 3 Report Out – ERSEA

- **PC Training: Understanding ERSEA** – Sandra Menegas
  - Sandra shared a presentation updated from last year and explained the acronym, ERSEA:
    - **Eligibility** – how we qualify families.
    - **Recruitment** – how we recruit families, focusing on our 125-enrollment plan.
    - **Selection** – criteria for selecting families on a point basis.
    - **Enrollment** – actively going through the process with families.
    - **Attendance** – as a home-based program, our attendance is based on consistency of weekly visits and participation in playgroups.
  - **Eligibility** – We serve children 0-36 months and pregnant women, looking at family income qualifications with poverty guidelines to 130% over. Family circumstances such as lacking permanent housing and other stressors around living situations are automatically qualified, foster care families and families receiving SNAP benefits automatically qualify as do SSI and TANF. We have added the Medically Underserved category to our list. Medically Underserved communities are defined as having a population below 1,000 people and are 30 miles or more from medical services. We have an established list of these communities.

- **Recruitment** – There are a variety of ways we reach families such as delivering materials with community partners, participating in community events, hosting events, and posting on social media. Mikayla and Sandra are utilizing HubSpot as one of our new recruitment tools. By far, the best way to attract families and encourage them to enroll is by word of mouth—having our current parents spread the word is always the best!
- **Selection** – We meet with families and ask about housing, mental health concerns, substance abuse and health concerns. This is reviewed and revised annually and we assign a point value to the families on a wait list (currently not running a wait list.)
- **Enrollment** – We are funded for 125 and serve three counties, Bonner, Kootenai, and Shoshone. Pregnant women receive services up to birth of child and up to 12 weeks post-partum. Children can stay in our program until their third birthday.
- **Attendance** – We meet for home visits on a regular basis and provide center playgroups. Families are encouraged to meet regularly to get the most out of the program.

#### **ERSEA Enrollment Report - ERSEA Infographic: Sandra Menegas**

- Current enrollment is 83.
- We had two (2) openings within 30 days and currently have 40 openings.
- We completed five (5) enrollments in October. Of these, (2) had no permanent housing, (1) enrolled family is enrolling a new pregnancy, (1) pregnancy returning who had been previously enrolled, and (1) referral from ITP.
- One (1) enrollment so far in November and a double enrollment today, November 2<sup>nd</sup>, and tomorrow in Bonner County from ITP.
- **Exits – 3 total:** Two were no-response after multiple attempts to engage services, (1) family was no longer interested in EHS services.
- Continuing to work with Mikayla on HubSpot, our new contact tracking tool. We can track interest from our website, community events, and family contacts. Hoping to begin running reports and see where our efforts are most effective.

#### **Eligibility Percentages: August**

- SNAP / SSI / TANF – 30.9%
- Over Income – 9.9%
- Foster Care – 3.7%
- Income Below 100% - 29.6%
- Income 100-130% - 2.5%
- No Permanent Housing – 23.5%

#### **Child and Family Services Report Out – Teresa R.**

##### **Health & Safety Services Data**

- MSEHS has submitted the Program Information Report (PIR) from last program year. We are required to submit the PIR to the Office of Head Start annually and it is also entered in the Head Start Enterprise System straight from Child Plus.
- These are specific to the health outcomes from last year (see attachment).
- 11 exemptions is an increase from previous year and HSAC immunization exemptions are also up.
- It is often difficult to get full and timely information on participants from their healthcare providers and/or midwives.

### **Jannus Board Report / Updates – Shaura Larson**

- The Jannus Board met in-person on October 26<sup>th</sup> in Boise and attendance was very good with only two members joining virtually. Jana joined the meeting and shared the enrollment plan as well as the MSEHS Community Assessment which was approved. Jannus will be celebrating its 50<sup>th</sup> anniversary next May and the Board is discussing creating an endowment. Board members toured 16 programs, including the Suicide Prevention Call Center, The Agency for New Americans, and Economic Opportunity which helps people start their own small business if previously turned down for traditional loan.
- A Strategic Planning meeting will be held this month and is a two-day event. These meetings take place every 2-5 years and are very extensive. We will focus on five goals and set a schedule for reaching them.

### **Order of Business:**

#### **Program Self-Assessment & Annual Report to the Public – Teresa Rains (see attached)**

- We are looking at areas for improvement and looking into options to assist in having paperwork returned in a timely manner from doctors.
- The completed self-assessment will be presented at our December PC meeting. It is professionally printed by Arrowleaf and they put together a “Year in Review”. Electronic copies have been emailed to members.

#### **Policy Council Parent Project – Aleta**

- Parent Project meeting is scheduled for next Monday, November 6<sup>th</sup> from 10-11:30 in the CDA Center.
- Anna Fields has planned an agenda and has things to share. We hope you can all come!
- Catie, Aleta and Sarah will be providing childcare.

#### **Mindful Moment / Parent-Child Activity – Catie**

Catie read a passage from the book, *Breathe Like a Bear* by Cara Willey. “Where is your breath?” Practice breathing in and out and help children focus on their breathing.

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

##### ***The meeting was adjourned by Kendra at 11:37 am***

- Next Policy Council Meeting will be December 7, 2023, at 10:00 am at the CDA Center.
- We will plan a fun activity for next time!