

Policy Council Meeting Minutes

Mountain States Early Head Start

Hybrid

December 7, 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					
Kendra Bartlett, Vice Chairperson	Parent Representative	X			
Robyn Metzger, Secretary/Treasurer	Parent Representative	X		2 – July, Nov.	
Brandy Mendy re-elected Vice Chairperson	Parent Representative	X			
Brittany Czerniakowski	Parent Representative	X			
Tara Mayers	Parent Representative		X	1 – Oct., Dec.	
Shaura Larson	Jannus Board Liaison	X		1 - July	
Brooke France	Parent Representative		X	1 – Aug., Dec.	
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, Catie Kotmel, Jana Brooks, Jennifer Hepinstall, Jayden Todhunter, Karen Dapron, Mikayla Brown, Sandra Menegas, Sarah Howell, Teresa Rains, Melissa Bennett

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

Roll Call/Membership Attendance: Completed by Melissa B.

Aleta shared a video of the downtown Coeur d’Alene fireworks and Christmas tree lighting.

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

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

Old Business: Election of Vice chairperson and IHSA Alternate tabled from last month.

- ***Robyn M. motioned to elect Brandy as our Vice Chairperson; Karen Y. seconded and the motion for approval carried.***
- ***IHSA Alternate will be tabled until next month.***

Table “Report Outs”/ Training

Program Design & Management Report Out

Director’s Report & Program Updates: Jana Brooks

Staff Updates / Hiring

- Jana introduced our new Program Office Coordinator, Heather Woodie, who started this week.
- We have hired two Kootenai/Shoshone Family Consultants who will begin in January.
- Our new Perinatal & Nutrition Specialist, Irene Dreith, will transition from Center Manager to her new role beginning January 1, 2024. We will be reviewing the job description for our Sandpoint/LL Center Manager position and will post this opening in the new year.
- We are creating our Mental Health Specialist job description and will have it completed soon. There have been some proposed changes to our performance standards in regard to this position which we are taking into consideration during this process.

OHS Correspondence

- *Notice of Proposed Rulemaking, Workforce and Consistent Quality Programming.*

Jana shared a notice from the US Department of Health and Human Services. The publication opens a 60-day public comment period and OHS is soliciting feedback on their proposed changes. They will use comments submitted by the public in making decisions for the final rule. One significant proposed change will involve adjusting income guidelines which will have a positive impact on our families. A short video presentation from the Director of Head Start, Khari Garvin, was helpful in summarizing the notice and was viewed by members.

Financial Report & Credit Cards:

October Financial Report – Jana Brooks

- In Kind (NFS) is currently at 11.14% with 12% being our aim. Preparations for opening the new Shoshone Center are almost complete and we will also be making updates to the CDA Center in the new year.
- Budget: MSEHS is below budget on salaries and staff with 2.75 FTE remaining to fill before we are fully staffed.
- **September & October Credit Card Statements** – Robyn M. reviewed September and October statements and approved purchases.
 - *Brandy M. motioned to approve the October Financials; Karen Y. seconded and the motion for approval carried.*
 - *Brandy M. motioned to approve the September and October Credit Card statements; Robyn M. seconded and the motion for approval carried.*

MSEHS Center Updates: Karen Dapron and Aleta Garcia-Clute

- The Shoshone Center is coming along well and Groth Contractors will be installing our new MSEHS sign above the building entrance. Vinyl signs were made and placed on the windows last week.
- Our Shoshone Open House events will be held in January 2024 with ribbon cutting on Monday, January 22nd and a Family event on Tuesday, January 30th.
- Sandpoint will be looking for a new Center Manager in January as Irene transitions to her new role.
- Jennifer introduced Jayden Todhunter, our FC from Sandpoint who joined us for today's meeting.
- Aleta introduced and welcomed Sarah Howell, our new Health & Safety Specialist.

Program Self-Assessment – Teresa Rains

- The 2022-2023 Program Year Review was presented (see attachment.) The most significant event this year was our change of enrollment plan from 153 to 125 and writing our change of scope for reduction of slots and a graph of monthly enrollment was shared.
- Leadership team turnover in the past two years was highlighted as 12 leadership positions opened and or changed. Most of our positions, especially over the last calendar year, have been filled internally with seven internal hires and three external hires.
- Our Focus Area One Review is coming up in the new year although we do not know the exact date yet. We will be given a 45-day notice prior to their scheduled arrival date, however. This review will entail looking through our guides and interviewing Policy Council members and others about the program. We will share our processes with their team and give examples of how we are meeting our performance standards.
- PC is running well; our bylaws are updated annually and we are utilizing our new PAT curriculum.
 - ***Brandy motioned to approve the Program Self-Assessment; Robyn seconded and the motion for approval carried.***

BREAK: 10:54 to 11:00 am

Enrollment, Community Outreach and Engagement Report:

November Enrollment – Sandra Menegas

- Current enrollment is 87.
- We had 5 openings within the past 30 days.
- 13 enrolled in Shoshone with two referrals pending this week in Shoshone from ITP. We are super excited about playgroups there!
- We have 43 open slots for enrollment and December has been busy so far with enrollments upcoming this Friday and next Friday.
- Exits in November: Two families aged out of the program and two families moved out of state.
- We are continuing to work in HubSpot to track contacts with interested families from website, community referrals, and from recruitment events.

Eligibility Percentages: August

- SNAP / SSI / TANF – 35.4%
- Over Income – 9.8%
- Income Below 100% - 28%
- Income 100-130% - 1.2%
- No Permanent Housing – 22%

- **Community Outreach Report – Mikayla Brown**

- Outreach activities from Oct. 23-Nov. 27th were shared. Mikayla and other staff attended events at the Pinehurst library and presented a story time and parenting class. They have connected with the Shoshone Crisis Center and spent time with their executive director. Also met with Safe Passage Domestic Violence Shelter, Kaniksu in Sandpoint and will create packets and flyers of information to provide families of newborns.
- HubSpot update – data through November 27, 2023, shows enrollments and where the referral source was initiated. A graph was presented. (See attachments.)

Outreach & Engagement Training & Report Out: Community Updates

- **PC Training:** *Parent Committee, Engaging Parents & Community and Promoting EHS.*

Parent Engagement Opportunities – Jennifer H.

- Just completed our fall Circle of Security classes and three parents graduated this time around.
- Making Sense of Your Worth training, an 8-week session in January, will be hosted by Catie Kotmel. There are ten openings for this training session, so please register soon and share with your friends.
- Open House at the Shoshone Center January 22nd and January 30th.
- Family Community Dance is coming in February!
- Paint and Sip Coffee Connection time in Shoshone and Bonner Co. coming up in March 2024.
- Circle of Security classes will begin again April 3-May 15th in Bonner and/or Shoshone.
- Jennifer shared the standards and framework for our engagement opportunities. Parents who have positive connections are more able to meet their own basic needs. They are better able to overcome obstacles, provide sensitive care to children, be responsive, manage stress, have more confidence, and have overall improved child outcomes. We provide so many opportunities for parent connection to help our families raise healthy children and build strong social support.
- A Parent Play Date was suggested by Robyn M.

Community Happenings

Policy Council Parent Project Updates – Aleta

- Parent Project met Monday, November 6th from 10-11:30 in the CDA Center.
- Anna Fields has developed a wonderful resource for parents and helped the parent project members plan their project.

Child and Family Services Report Out – Catie K. TABLED

Child Development & Disabilities Report: School Readiness Goals & Child Outcomes, Disabilities Services

Training Overview: In Kind and Parent/Child Activities at Home

Jannus Board Report / Updates – Shaura Larson

- The Jannus Board met in October and November and they are looking for a new building in the Boise area.
- Jannus' 50th Anniversary is coming in May 2024 and will focus on maximizing fundraising and longevity and stability for all programs.
- A Strategic Planning meeting was held at the end of November and was attended by Shaura, Jana, and our two Family Consultants, Jaki and Larissa. These meetings take place every two-five years and are very extensive. The focus was on four specific goals and the large group of members set a schedule for reaching them. Document to follow.

Connection Time: Lunch and Activity

Lasagna, bread, salad, cookies and activities shared.

Meeting Wrap-Up:

The meeting was adjourned by Kendra at 12:10pm

- Next Policy Council Meeting will be January 11, 2024, at 10:00 am at the CDA Center.