

# Head Start of Washington County Policy Council Meeting Minutes

Date: October 14, 2024

**Council Members Present:** Aleasa Price, Alex Alcon, Cassandra Siegelstein, Shirley Thorne, & Tamara Lloyd Owens

**Council Members Absent:** Jasmin Moore-Mason, Mariah Ford, Markia DiPietro, & Elizabeth Howe

**HSWC Staff Present:** Vicki Robinson, Alicia Carter, Rhonda Smith, Laura Harbaugh, Linda Blontz, & Tammy Keener

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b><u>Call to Order</u></b>	The meeting was called to order at 6:00pm. This is the annual program governance training meeting.	
<b><u>Roll Call/Quorum</u></b>	Tamara took roll call. A quorum was met.	Motion to accept Elizabeth & Tamara to the PC as Community Reps made by Shirley. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed.
<b><u>Vote – Community Reps</u></b>	Elizabeth Howe is willing to serve another year and Tamara Lloyd Owens is willing to continue on the PC as a community rep now that her son is in public school.	
<b><u>Review of Minutes</u></b>	The minutes for September were reviewed. There were no changes.	Motion to approve September minutes made by Cassandra. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.
<b><u>Treasurer’s Report</u></b>	The September Treasurer’s Report was reviewed.	Motion to approve September Treasurer’s Report made by Shirley. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed.
<b><u>Rhonda Smith – Director of Finance Vocabulary List</u></b>	Rhonda spoke briefly about the vocabulary list, which is a list of definitions that are commonly used in HSWC documents.	
<b><u>Finance Report</u></b>	This report is through the end of August. We are halfway through our fiscal year. This report now includes funds we were awarded for the purchase of a handicapped school	Motion to approve September Finance Report made by Shirley. Seconded by Cassandra. No discussion. All in favor.



<p><b><u>Tammy Keener – Family Services Manager</u></b> <b><u>ERSEA Update</u></b></p>	<p>ERSEA stands for Eligibility, Recruitment, Selection, Enrollment, &amp; Attendance. Tammy explained the details of this service area including the Selection Criteria and recent performance standard changes. The Selection Criteria is used to determine eligibility for the program and a master list of all applicants and attendees is created. When a child drops from the program, we have 30 days to fill that open slot, as stated in our Performance Standards. Recently, there were 2 changes:</p> <ul style="list-style-type: none"> <li>- Excessive housing cost. Families will be able to submit 1 month of household bills (rent/mortgage, utilities). If expenses exceed 30% of income, the difference can be subtracted which may make more previously over income children income eligible for the program.</li> <li>- Children of staff. If staff apply to HSWC for their child, they can receive 20 extra points on the selection criteria.</li> </ul>	<p>Motion to accept change to Selection Criteria made by Cassandra. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b><u>Enrollment Fraud</u></b></p>	<p>We review ERSEA expectations with all staff, PC and BOD annually. Members were asked to sign a document stating they will not knowingly participate in providing fraudulent information in order to get a child enrolled in the program.</p>	
<p><b><u>Parent Survey</u></b></p>	<p>At the end of every program year we ask parents to fill out our Parent Survey. We 66 families complete the survey this past year. Tammy reviewed the process as well as the results with the PC.</p>	
<p><b><u>Program Governance and Shared Decision Making Video</u></b></p>	<p>The video was played and watched prior to the official start of the meeting, during the meal.</p>	
<p><b><u>Performance Standards</u></b></p>	<p>Each member was given a copy of the Performance Standards for Program Governance.</p>	
<p><b><u>Timeline</u></b></p>	<p>Policy Council timeline was shared, giving members an idea of monthly happenings.</p>	

<p><b><u>By-Laws/Quorum (Importance)</u></b></p>	<p>The by-laws, including quorum and its importance were shared. If a quorum is not met, items needing voting will be tabled until the next meeting. Alicia explained the process of updating the By-Laws.</p>	
<p><b><u>Head Start Acronyms</u></b></p>	<p>A list of common terms used by HSWC were discussed.</p>	
<p><b><u>About Head Start (HSWC – Our Mission, Our Vision, Our Values, Our Goals)</u></b></p>	<p>The goals are our 5-year goals, which we will be replacing next year because we are in the 5<sup>th</sup> year of our grant cycle. Our mission, vision and values were also shared.</p>	
<p><b><u>Composition</u></b></p>	<p>The process by which we compose the policy council was shared. For every 25 slots, we have 1 rep. If a PC member misses two meetings with no contact, they will receive a letter stating they are being dropped from PC.</p>	
<p><b><u>Impasse Procedure</u></b></p>	<p>The Impasse Procedure was reviewed to inform the members what would happen if the BOD &amp; PC were unable to agree on a procedure or situation.</p>	
<p><b><u>Ground Rules</u></b></p>	<p>Alicia briefly went through the Ground Rules for PC meetings.</p>	
<p><b><u>MHSA Program Governance Training</u></b></p>	<p>Aleasa spoke briefly about the MHSA Program Governance Training she attended last year. It was full of useful information. She recommended attending the training. HSWC will pay for the training.</p>	
<p><b><u>Linda Blontz – Director of Human Resources</u></b></p>	<p>Linda explained her role and how personnel policy changes as well as hirings, openings and terminations are discussed monthly with the Policy Council.</p>	
<p><b><u>Personnel Policies, Hiring, Terminations</u></b></p>	<p>Linda explained her role and how personnel policy changes as well as hirings, openings and terminations are discussed monthly with the Policy Council.</p>	
<p><b><u>Personnel Update</u></b></p>	<p>Linda gave the current personnel update.</p> <ul style="list-style-type: none"> <li>- Termination – 1 MLK EHS Teacher</li> <li>- Resignation – 1 Shriver FA</li> <li>- New Hires – 1 Substitute, 1 MLK TA, 1 MLK EHS Teacher, &amp; 1 HBT</li> <li>- Open Positions – 1 Shriver FA</li> </ul>	

<p><b><u>Organizational Chart</u></b></p> <p><b><u>Laura Harbaugh – Director of Education MSDE Accreditation</u></b></p> <p><b><u>School Readiness Report</u></b></p> <p><b><u>PBIS</u></b></p> <p><b><u>Next Meeting</u></b></p> <p><b><u>Meeting Adjourned</u></b></p>	<p>The org chart was shared.</p> <p>Laura explained the education service area. She said we maintain our accreditation through MSDE because it allows us to maintain high quality in our programs and a higher rating in the state when applying for grants. It is a 5-year process. All of our sites are accredited.</p> <p>Laura will review this next month.</p> <p>PBIS is Positive Behaviors, Interventions, &amp; Supports. It helps to promote healthy social and emotional development. Our agency expectations are Be Kind, Be Safe, &amp; Be Positive. We also have a mascot, Buzz Bee. Laura reviewed the PBIS program and how PC can be involved in promoting it.</p> <p>November 18, 2024 at 5:30pm at Shriver</p> <p>The meeting was adjourned at 8:07pm.</p>	<p>Meeting adjourned. No motion.</p>
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