

Child Development Programs

Policy Council Meeting

November 15, 2019

County Office of Education – Conference Rooms B1&2

MINUTES

Those present:

Sites

Al Tahoe Representative and Chair: Andy Burt; Camino Representative: Martina Vonderschmitt; Community Representative: Todd White; Jackson Representative: Jose Flores; Jackson Alternate: Carolyn Gooddard; Ken Lowry Representative: Nicole Bishop; Ken Lowry Alternate: Monica Little; Pinewood Representative and Sargent-at-Arms: Jacki Mullinax.

EARLY HEAD START

Western Slope: Treasurer, Briy Harold; Ruthann Roa and Carolyn Wagner
South Lake Tahoe:

STAFF & GUESTS

Jenny Pettit, Director; Colleen Braunbeck, Program Coordinator; Laura Jensen, Program Coordinator; Deirdre Slater, Education Coordinator; Andrea Lindner Jones, Health Coordinator; Betsy Bateson, Nutrition Coordinator; Stacia Ponce, Disabilities/Mental Health Coordinator; Patricia Gordon, Family Engagement Coordinator; Jenna Knight, CAPC & LPC Coordinator; Veronica Arechiga, Program Assistant; Citlalic Romero, Family Service Specialist.

1. Welcome and Introductions Call to Order

2. Call to Order

Andy Burt, Chair called the meeting to order at 9:39 a.m.

3. Public Comment

Mr. Andy Burt, Chair explained to the Council the first 10 minutes of the meeting are reserved for public members to address Policy Council on items of interest to the public that are within the subject matter jurisdiction of the Council. Speakers are limited to three minutes. There were no public comments.

4. Roll Call – Establish Quorum

Veronica Arechiga, Program Secretary, took roll call to establish quorum. There were not enough representative for quorum. Meeting to continue in executive subcommittee meeting with the Sargent-at-Arms, Chair and Treasurer.

5. Action Items

5.1 Approval of the November 15, 2019 Policy Council Agenda

Mr. Burtt, Chair presented the Agenda for the November 15, 2019 Policy Council Meeting. Representatives were asked to take a moment and review the Agenda.

Jackie Mullinax, Sargent-at-Arms, made the motion to approve the Agenda for the November 15, 2019 Policy Council Meeting as presented. Briy Harold, Treasurer, second the motion. 2-Aye; 0-Nae; 0-Abstain. **Motion Passed**

5.2 Approval of the October 18, 2019 Minutes

Mr. Burtt, Chair presented the Minutes from the October 18, 2019 meeting. She asked representatives to take a moment to review the minutes and if there were no changes to accept the minutes as taken.

Jacki Mullinax, Sargent-At-Arms, made the motion to approve the minutes of the October 18, 2019 Policy Council Meeting as presented. Briy Harold, Treasurer, second the motion. 2-Aye; 0-Nae; 0-Abstain. **Motion Passed**

5.3 Program Improvement Grant

Ms. Pettit, Director shared with the Policy Council that program is requesting funding to support the unexpected expense of hiring a Registered Nurse to address the needs of a child in the program. Discussion occurred as well as suggestions and ideas of how to look for other funding sources if not awarded the Program Improvement Grant.

Jakcie Mullinax, Sargent-at-Arms, made the motion to approve the application for the Program Improvement Grant. Briy Harold, Treasurer, second the motion. 2-Aye; 0-Nae; 0-Abstain. **Motion Passed**

5.4 Health Component Policies

Ms. Pettit, Director shared with the Policy Council the Health Component is updating its Health Services Policies. Ms. Pettit gave a brief overview of the Policies and asked the representatives to take a moment to review the policies. A representative voiced concern of how parents who are not at meeting will know of the short-term exclusion policy and asked how program can assure all parents are aware of said policy. Ms. Pettit explained the short-term exclusion policy is in the parent handbook and every family is given a parent handbook at time of enrollment.

Briy Harold, Treasurer, made the motion to approve the Health Component Policies as written, Jakcie Mullinax, Sargent-at-Arms, seconded the motion. 2-Aye; 0-Nae; 0-Abstain. **Motion Passed**

6. Program Accountant Report – Information Item – Handout

Monthly Reports – Ms. Briy Harold, Treasurer reviewed the most recent budget reports, administrative costs, meal/snack reimbursements, credit card expenses and In-Kind for the Child Development Programs. It was also shared the In-Kind competition has started in November and will go through March. The class with the most earned In-kind will earn a prize.

7. Attendance/Enrollment – Information Item - Handout

Ms. Pettit gave an overview of attendance and enrollment for the Child Development Programs. Ms. Pettit shared Head Start currently still under enrolled at 289. Recruitment efforts are strong and asked assistance from our council to help spread the word of the openings in Head Start to their families, friends, and neighbors. Patricia Gordon, Family Community Engagement Coordinator made recruitment packets for each representative. Each packet includes resources and flyers to distribute to families who would be interested in services.

8. Communication from the Office of Head Start – Informational Item - Handout

Ms. Pettit, Director, shared the communication from the Office of Head Start.

Ms. Pettit, also shared that program will be having a Head Start off site monitoring review the week of December 16. Once the review conclude Ms. Pettit will report the outcome to the Policy Council.

9. Content Area Reports

Education – Jenna Knight, CAPC & LPC Coordinator shared the CAPC & LPC received a preschool development grant on the transition from preschool to kindergarten and is currently working on needs assessment. The intent is to see what parent's experiences are through the preschool to kindergarten transition and identify the strength and weakness of the process.

Andrea Lindner Jones, Health Education Coordinator shared program received a grant from the Marshall Foundation of \$15,000 to purchase new hearing, vision and hemoglobin machines to perform the required health screenings on children. Ms. Lindner Jones gave a quick presentation on how the machines worked, how they are user friendly and most importantly non-invasive.

Ms. Lindner Jones has received her car seat certification and can now assist families with the correct installation of their car seats. Families interested can contact Ms. Lindner Jones directly.

Ms. Lindner Jones informed the Policy Council of the Lighthouse Fund that covers medical expenses for children on an individual basis. If anyone is in need or know of someone who may need to apply contact Ms. Lindner Jones directly for assistance.

Ms. Lindner Jones invited the Policy Council to attend the Health Advisory Council on December 6, 2019 from 10:30 to 12:00 p.m. The meeting is a collaboration of local health professionals, community partners, and parents sharing health topics that are prominent in our community and program.

Betsy Bateson, Nutrition Coordinator, shared the Harvest of the Month for November is persimmons which are rich in Vitamin C and A.

Patricia Gordon, Family Engagement Coordinator shared about Community Gift Tree program and sent a flyer with representatives to take back and share with their site.

10. Class Reports

Monica Little, Ken Lowry M3 Representative shared, the classroom is working on the letter I, making ice cubes and igloos.

12. Adjournment

Mr. Burt, Chair asked for a motion to adjourn the meeting.

Jacki Mullinax, Sargent-At-Arms, made the motion to adjourn the Policy Council Meeting. Briy Harold, Treasurer second the motion. 2-Aye; 0-Nae; 0-Abstain. **Motion Passed**

Meeting adjourned at 11:10 a.m.