

Child Development Programs Policy Council Meeting

April 26, 2019

County Office of Education – Conference Room B1&2

MINUTES

Those present:

Sites

Al Tahoe Representative: Andy Burttt*, Chair; Charles Brown Representative: Zach Patterson*; Placerville Representative: Caitlyn Cooper*; Sutter's Mill Representative: Amanda Miklos; Tahoe Representative: Charles Rounds; Valley View Representative: Angela Honoroff

EARLY HEAD START

Western Slope: Briyana Harold

South Lake Tahoe: No representative in attendance

STAFF & GUESTS

Jenny Pettit, Director; Colleen Braunbeck, Program Coordinator; Laura Jensen, Program Coordinator; Patricia Gordon, Family Engagement Coordinator; Deirdre Slater, Education Coordinator; Betsy Bateson, Nutrition Coordinator; Karen Van Patten, Education Coordinator; Robyn Scott, Education Coordinator; Andrea Lindner Jones, Health Coordinator; Veronica Arechiga, Program Assistant.

1. Call to Order

Mr. Burttt, Chair, called the meeting to order at 9:33 a.m.

2. Welcome and Introductions

Mr. Burttt, Chair welcomed the Policy Council members.

3. Public Comment

Mr. Andy Burttt, Vice 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 was no public comment.

4. Roll Call – Establish Quorum Veronica Arechiga, Program Assistant, took roll call to establish quorum. There were not enough voting members to establish quorum. A minimum of three officers were present; the Policy Council Chair, Secretary and Treasurer for the meeting to go into executive status.

5. Action Items

5.1 Approval of the April 26, 2019 Policy Council Agenda

Mr. Burt, presented the Agenda for the April 26, 2019 Policy Council Meeting. Representatives were asked to take a moment and review the Agenda.

Caitlyn Cooper, Placerville Representative, made the motion to approve the Agenda for the April 26, 2019 Policy Council Meeting as presented. Zach Patterson, Charles Brown Representative, second the motion. 3-Aye; 0-Nae; 0-Abstain. **Motion Passed**

5.2 Approval of the March 22, 2019 Policy Council Agenda

Mr. Burt, explained at the last Policy Council meeting there was no quorum or executive therefore, the Agenda for the March 22, 2019 meeting could not be voted on and is being brought forward for approval at this meeting. Representatives were asked to take a moment and review the Agenda.

Zach Patterson, Charles Brown Representative, made the motion to approve the Agenda for the March 22, 2019 Policy Council Meeting as presented. Caitlyn Cooper, Placerville Representative, second the motion. 3-Aye; 0-Nae; 0-Abstain. **Motion Passed**

5.3 Approval of the March 22, 2019 minutes

Mr. Burt presented the Minutes from the March 22, 2019 meeting. He Asked representative to take a moment to review the minutes and if there were no changes to accept the minutes as taken.

Caitlyn Cooper, Placerville Representative, made the motion to approve the minutes to the March 22, 2019 Policy Council Meeting as presented. Zach Patterson, Charles Brown Representative, second the motion. 3-Aye; 0-Nae; 0-Abstain. **Motion Passed**

5.4 Approval of the March 1, 2019 Minutes

Mr. Burt, explained at the last Policy Council meeting there was no quorum or executive therefore, the minutes to the March 01, 2019 meeting could not be voted on and are being brought forward for approval at this meeting. Representatives were asked to take a moment and review the minutes.

Zach Patterson, Charles Brown Representative, made the motion to approve the Agenda for the March 01, 2019 Policy Council Meeting as presented. Caitlyn Cooper, Placerville Representative, second the motion. 3-Aye; 0-Nae; 0-Abstain. **Motion Passed**

5.5 Approval of Non-Federal Share Match Waiver Request

Ms. Pettit, Director, explained since program was awarded the additional funds for the Duration and the Program Improvement Grants, programs share of non-federal match has gone up significantly. These monies were received in the 3rd quarter, which is later in the year making it difficult for program to catch up and meet the additional match of non-federal share and therefore program is requesting a waiver of non-federal match.

Zach Patterson, Charles Brown Representative, made the motion to approve the request of Non-Federal Share Match Waiver. Caitlyn Cooper, Placerville Representative, second the motion. 3-Aye; 0-Nae; 0-Abstain. **Motion Passed**

5.6 Approval of the Program Improvement Grant Application

Ms. Pettit, Director explained there are emergency funds available to counties who experienced severe weather and due to such weather suffered damage to sites. El Dorado County was determined as a county eligible for these emergency funds and program will submit an application for a Program Improvement Grant to help offset the cost of damage to sites from the inclement weather. Ms. Pettit stated the sites currently in need of repair are Pinewood, Camino and Gold Oak. A representative asked the Grant was not awarded would the mentioned sites still be operable for the upcoming years. Ms. Pettit responded, though the mentioned sites are in need of some major repairs they are still operable and would not close down due to lack of not receiving the Program Improvement Grant and Program would always make necessary repair to keep a safe environment.

6. Program Accountant Report – Information Item – Handout

6.1 Budget – Ms. Pettit, Director reviewed the most recent budget reports and credit card expenses for the Child Development Programs.

6.2 In-kind – Ms. Gordon, Family Engagement Coordinator, reviewed the current In-Kind reports for the Child Development Programs. She shared a graph that showed how well the sites were doing and which site was in the lead for the In-kind competition.

7. Attendance/Enrollment – Information Item - Handout

Ms. Pettit gave an overview of attendance and enrollment for the Child Development Programs.

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

Ms. Pettit, shared that program received official notification of award of the Duration Grant and start-up monies must be used by end of the fiscal year 06/30/2019.

9. Content Area Reports

Disabilities/Mental Health

Stacia Ponce, Disabilities/Mental Health Coordinator shared that April is Child Abuse Prevention month and handed out Blue Pinwheels in representation of Child Abuse Prevention. She also handed out informational brochures and handouts regarding Sexual Abuse – Talking with your children. The information on the handouts have different suggestions for topics of discussion for different age groups.

Ms. Ponce presented on Head Starts focus in Giving Every Child a Home at Head Start where Early Head Start and Head Start programs can provide young children experiencing homelessness stability, support, and enriching experiences that promote healthy development. Under the McKinney Vento Act, all families experiencing homelessness will have priority for enrollment without barriers meaning if they lack the required paper work for enrollment they will enrolled regardless of paper work. Currently

Program has 86 families enrolled in program that have identified as experiencing homelessness. When a family identifies as experiencing homelessness their status remains for up to one year to help support the family stabilize. Program has been able to support these families experiencing homelessness with coats, gas cards, car seats, food and clothing with funds received from The Community Foundation Grant and McKinney Vento.

Nutrition

Betsy Bateson, Nutrition Coordinator shared the Harvest of the Month produce for May is Mango. She shared how to pick a ripe mango and the best way to cut a mango for easy eating.

Ms. Bateson made a few announcements of upcoming community events. May 4, 2019 is Kids Expo at the El Dorado County Fairgrounds from 10:00 a.m. to 2:00 p.m. May 11, 2019 is the SuperHub at the Placerville Main Library from the theme will be Farmers Market and Ms. Bateson will be making rolled up lettuce leaf wraps. The Placerville Food Bank will also be there distributing free produce to all interested families.

9. Class Reports

Amanda Miklos, Sutter's Mill representative shared their site has caterpillars that are growing and the children planted sunflowers seeds that they are watching grow as well.

11. Adjournment

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

Caitlyn Cooper, Placerville Representative, made the motion to approve the minutes to the March 22, 2019 Policy Council Meeting as presented. Zach Patterson, Charles Brown Representative, second the motion. 3-Aye; 0-Nae; 0-Abstain. **Motion Passed**

Meeting adjourned at 10:34 a.m.