



COMMUNITY ACTION PARTNERSHIP OF MID-NEBRASKA

HEAD START

POLICY COUNCIL

Tuesday, May 11th. 2010 @ 6:30 pm

Camp Comeca - Cozad, NE

Astrid Hopkins, Administrative Assistant- Remembered members to sign the attendance and in kind sheets (changes in names, addresses, phone numbers were updated.)

An announcement was made about the Dollar per Child Campaign drawing at the end of the PC meeting.

Dinner Provided

Emily Pernicek, Head Start Vice-Chairperson- welcomed all Policy Council members, and calls to the meeting to order in the absence of the Chairperson.

APPROVALS:

- **Approval for the April PC meeting Minute.**

Craig Schmitz made the observation that Hitchcock was misspelled in the April 20th. Minute, so it will be correct.

Motion to Accept: Kelly Jensen- Minden

Motion Second: Dolores Johnson, Harlan

Motion Carried: Yes

- **New Business to be approved**

Approval of the April mandates report

Motion to Accept: Jodi Richards, Kearney

Motion Second: Craig Schmitz, Hitchcock

Motion Carried: Yes

Head Start Monthly Report					
April 2010					
Mandates					
45 and 90 day Mandates					
45 day Mandate Categories					
	# of Mandates due by 4/23	# of mandates completed	# of mandates late in the month	# who needs a follow-up	# of Follow-up completed
Vision	1	446	2	59	55 49 received glasses
Hearing	0	421	0	46	38 10 were uncooperative
Reasons: (If delinquent): Vision Follow-ups are scheduled Children who have tubes were not tested (39) (1 has a paper eardrum) (2 hearing aide) (1 autistic) (10 were very young 3's uncooperative) – 5 referred to ENT					
90 day Mandate Categories					
	# of Mandates due by 4/23	# of mandates completed	# of mandates late in the month	# who needs a follow-up	# of Follow-up completed
Dental	0	445	4	112	96
Physical	0	441	4	14	13
Reasons: (If delinquent): 16 needs Dental follow-ups - 7 appt. made 3 referred to Pediatric dentist (1 appt.)- (6 dropped before the follow-up was completed) 4 parents have not made dental follow-up appointments Medical Follow-ups were referred to Specialist– one parent refused follow-up					

- Approval of the April monthly reports (enrollment, meals & snacks, attendance, mandates)

Motion to Accept: Susan Webster, Gibbon
Motion Second: Diane Nokes, Dawson
Motion Carried: Yes

Head Start Monthly Report		
April 2010		
Enrollment		
Funded Enrollment – 426 children		
Enrollment Income Categories (based on the Federal Poverty Income Guidelines)		
	# of enrolled children	% of poverty
0 – 99.9% of Poverty	# 418	89.89%
100% - 129.9% of Poverty	# 27	5.81%
130% over Poverty guidelines	# 20	4.30%
Monthly Enrollment total	<u>426</u>	
Actual Enrollment total	<u>465</u>	
*Report Used: USDA Block Meal Count		
Meals and Snacks		
Breakfasts	<u>3,323</u>	
AM Snacks	<u>2,430</u>	
Lunches	<u>1,913</u>	
PM Snacks	<u>1,017</u>	
*Report Used: Average Enrolled Attendance: Center Based/Home Based		
Center Based		
Average Daily Attendance %s		
88.10%		
Home based Home Visits (Annual – 32 home visits per family)		
Monthly visits (current month)	<u>398</u>	

- Approval-** Submission of the ARRA Early Head Start continuation (refunding) grant. It is due June 30, 2010. The EHS grant is for \$667,246 that will serve 48 pregnant women, infants and toddlers next program year – September 30, 2010 through September 29, 2011. (\$635,472 EHS operating, \$31,774 training funds) EHS program will operate 48 weeks through the year. We will have one classroom of infants and one classroom of toddlers running 5 days a week for an extended day (6 hours EHS, 1 ½ hours wrap around child care- 7 ½ hours total) The other 2 classrooms will operate a 6 ½ hour day, 5 days a week. (EHS will be close occasionally for staff paid holidays and staff trainings).

Motion to Accept: Craig Schmitz, Hitchcock
Motion Second: Dolores Johnson, Harlan
Motion Carried: Yes

- **Approval** for EHS/HS income eligible children.

EHS- 3 children
 HS-CB 17 children
 HS-HB 2 Children

A copy of the income guidelines and a copy of the wait lists were passed around so each member had the opportunity to look over and Lois Butler, Director provided more information about it.

Motion to Accept: Maria Diaz, Gibbon
Motion Second: Craig Schmitz, Hitchcock
Motion Carried: Yes

- **Approval** for the EHS Policies and Procedures
Hand washing, Diapering and Toileting Procedures.

Motion to Accept: Krista McClain, McCook
Motion Second: Sadi Samples, Ravenna
Motion Carried: Yes

- **EHS personnel approval**

Carrie Eurek, Human Resources Director, gave an over view of the agency’s hiring practices. All candidates interviewed for a specific position are asked the same questions and final candidates personal and employment references are checked using a standard agency form. Once reference checks have been completed, the agency does a national criminal background check that includes a National Criminal History check, a Sex Offender Registry check, a Terrorist Registry check, a County of Residence check, and a Driving History check. Head Start also completes a State of Nebraska Child and Adult registry check. After the background checks have been completed, the individual is then required to take a pre-employment drug test. The candidate’s offer of employment is contingent on passing all of the checks and the drug test as well as Policy Council approval.

Name	Position	Credentials	Start Date
Lindsay Albrecht	EHS Teacher	BS – Family Studies & Psychology with 6 credit hours in Infant and Toddler coursework	June 7 th 2010
Elizabeth Cooley	EHS Teacher	AAS in Early Child Hood Education	June 7 th 2010
Edna Rosario-Girona	EHS Teacher	BA Theology, MS Christian Counseling, prior L.P.N.	June 7 th 2010
Lana Horn	EHS Teacher	BA Elementary Education/Early Childhood Education	June 7 th 2010
Rebecca Burrows	EHS Teacher	BS in Family Studies with 6 hours of Infant/Toddler coursework	June 7 th 2010
Amber Sklenar	EHS Teacher	BA Elementary Education/Early Childhood Education	June 7 th 2010
Anteshia Switzer	EHS Family Educator	Bachelor’s Degree in Social Work. 8 months experience working with children and families	June 7 th 2010
Kerry Larson	EHS Family Educator	Certified Parent Educator through Parents as Teachers. 2 years experience working in an EHS program	June 7 th 2010
Jade Bates	EHS Data Entry Assistant	BA degree in Business Administration, emphasis in management as well as data entry experience at Mid’s administrative office (ARRA funding)	June 7 th . 2010

Motion to Accept: Craig Schmitz, Hitchcock
Motion Second: Jodi Richards, Kearney
Motion Carried: Yes

Lois Butler, Director went through the financial reports, explaining the HS/EHS expenses. Our members asked these 2 questions.

1. On the credit card statement on April 5th, there is a credit from the Institute for Healthcare Advance for \$34.21. What is it?

Kris Wright, Fiscal Director said, the \$34.21 credit for the Institute for Healthcare Advancement was for the purchased of I CAN books. They were paid with Credit Card but the actual charge still hasn't shown up on the credit card statement. Eventually if the charge doesn't come through we will take the credit against what we paid.

2. On the Early Head Start budget report, the Project period is for 12/30/2009 to 12/30/2009. I assume it should be October 2009 to September 2011.

Kris Wright, Fiscal Director explained, it must just default to the day when you set up the account if the project period is not entered. Kris is going to set it up as 10/1/09-9/30/11, but may change it later depending on how they award the first year operating funds.

- Approval of April Credit Card reports

** Detailed monthly reports are given to each member**

Motion to Accept: Krista McClain, McCook

Motion Second: Susan Webster, Gibbon

Motion Carried: Yes

- Approval of the April 2010 Finance Report for HS and EHS

** Detailed monthly reports are given to each member **

Motion to Accept: Candace Harm, Dawson

Motion Second: Maria Diaz, Gibbon

Motion Carried: Yes

Lois Butler - State, Regional and National Updates

Lois Butler - talked about the last week National Head Start Association conference in Dallas, Texas, Lois explained that the personnel that is 6 and 13 years is able to attend to this conference, in this opportunity, Denise Bolling, Center Director in Ravenna with 13 years in Head Start, and Carla Warren, Center Director in North Platte FD/FY with 6 years in Head Start were the ones who had the chance to attend to this conference. Both talked about their experience and how energizing was the conference. They enjoyed networking with different programs. The awards ceremony was very moving and the speakers were awesome. They attended to different sessions that gave them great information on family partnerships and ideas for the classroom. They expressed they feel "charged" up again from being able to attend this conference. It reminded them of why they do what they do. Hearing the parents and community award winners talk about how they love Head Start and that it really truly makes a difference in people's lives. Lorie Pinkham, Minden teacher who has been with Head Start 6 years also attended the NHSA conference in Dallas.

Lois provided a brief training about EHS. PC members reviewed the EHS facility's plans, which the licensed engineer provided her that morning. They reviewed the renovation design, provided input and asked questions. Lois was explaining that in EHS can't use blankets for infants, or high chairs etc, teachers have to hold the baby when they are feeding them, members were so involved and interested in EHS they had such a good ideas for in kind, they would like to have a PC meeting in Kearney so they can have a tour around EHS facility, they showed so much interest to meet the EHS Program Manager/Nurse and also the Dietician. A request was made that the EHS Program Manager/Nurse and the Dietician be invited to a Policy Council meeting the beginning of next program year to discuss their roles and responsibilities, especially in regard to Early Head Start. Policy Council members had lots of questions and discussion about EHS was very good to see all of them excited and open to this new program.

FYI: The total of age and income eligible children for 2010-2011 on wait list were accepted and approved by Policy Council on April 20th.

For Head Start 302 children

For Early Head Start 35 children **Total 337**

Dollar per Child Campaign Drawing # 542663.....Kelly Jensen-Minden, Congratulations!!

- No Board of Director's report by this time. Ashley Bailey, Policy Council Designee was unable to attend. See the agency's Board of Directors minutes on the Agency's website at www.mnca.net.

Meeting Adjourned.