



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

June 14, 2017

PRESENT:

Cassandra Weber	Chairperson & Mt. Iron Buhl
Cathy Zelinski	Policy Council Representative to the Board
Cherie Avirill Manner	AEOA Representative to the Board
Colleen Port	Quad I & II
Diane Taylor	Hibbing III
Doris Wehrenberg	CHIC EHS-Northern Tier EHS
Kristy Johnson	Virginia I
Julie Louks	Carry Over Parent
Jerry Crittenden	Community Relations Manager
Tracie Wilcox	Health Professional
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Absent
Chisholm I-Excused
Chisholm II-Absent
Ely-Open
Eveleth-Gilbert-Excused
HAP I - Excused
HAP II-Absent
Hermantown-Lake Cty EHS HB-Excused
Hibbing EHS HB & West Range HB-Open
Hibbing I -Open
Hibbing II-Absent
Hibbing IV -Absent
Mesabi East-Excused
PSHB I & East Range EHS-Open
PSHB I and PSHB II-Absent
PSHB-Hibbing Sites-Absent
Quad I & II-Absent
Ruthie Gornik-Carry Over-Excused
Two Harbors - Open

Virginia II-Absent
Virginia III Center-Absent
Virginia Toddler Center-Excused

The Policy Council meeting was held on June 14, 2017 at AEOA in Conference rooms 2 & 3, Virginia, Minnesota.

- I. **CALL TO ORDER:** Cassondra Weber, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:40 a.m. on Wednesday, June 14, 2017.
- II. **ROLL CALL:** As members individually introduced themselves, roll call was taken showing 8 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF April , 2017 POLICY COUNCIL MINUTES: Diane Taylor moved to approve the April 5, 2017 Policy Council Minutes as written, supported by Doris Wehrenberg. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Under Correction/Approval of April 5 Minutes: Remove March 22, 2017 Executive Committee Minutes. **Diane Taylor moved to remove March 22, 2017 Executive Committee Minutes, supported by Cathy Zelinski. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None
- VI. **REPORTS:**
- VII. **DIRECTOR'S REPORT:** Norman "Skip" Ferris III presented updates from the state. Pathway I and II Scholarships included a 20 million dollar increase. Pre-schoolers with siblings under age 3 will be eligible for Pathway Scholarships if the parent is under the age of 21 who is pursuing a high school diploma, a GED, is in foster care, homeless, or is in need of child protection. There is 12 million dollars available for biennium for home visiting programs. This funding will encourage programs to work together between nurse and regular home visitors. The Childcare Development Block Grant was awarded 12 million dollars.

The Department of Human Services will be visiting our Head Start program on an annual basis. New background studies will need to include a sex offender registry check, Federal FBI check and a state level check. Head Start is required to run this within 90 days of new staff employment and every 5 years for current staff.

Dental reimbursement rates have been increased for Medical Assistance to hopefully enable more dentists to serve low income children.

On the Federal level, Head Start was awarded 85 million dollars to cover a 1% cost of living adjustment. The Senate is working behind closed doors on the Health Care Plan. Skip passed out a flyer to members so they can call Congress and help protect Medicaid for children and families. The House versions shows 23 million people would lose their current health care.

Skip was part of a panel for the 11th Annual Nancy Latimer Convening for Children on June 6th at the Science Museum. The topic was the Health of Children. The Panel was for meeting the whole child needs through programs, partnerships and collaboration.

Summer staffing is in place right now. The majority of staff are laid off until their return in August.

Kristy Johnson asked to share her concerns over the “new” Late Pick Up Policy that was passed at the April meeting. She did some research on other Head Start Late Pick Up Policies throughout the state and none are as punitive as the one that was just passed. Kristy passed out an average Late Drop Off/Late Pick Up Policy to show her concern. A discussion was held. **Kristy Johnson made a motion to re-visit the Late Pick Up Policy and have a committee get together and work as a group, supported by Colleen Port. Motion carried unanimously.** Kristy Johnson and Julie Louks would like to be on this committee. **Doris Wehrenberg moved to accept the Director’s Report, supported by Diane Taylor. Motion carried unanimously.**

VIII. **FINANCIAL REPORT:**

Skip presented the financial statements.

SFY 2016 MN HEAD START GRANT: This grant for \$629,739.00 is for the period from July 1, 2016, through June 30, 2017, the Current Period Actual Expenditures are \$53,971.91; the YTD Expenditures are \$572,128.32; YTD Encumbrance is \$1295.00; and the Balance is \$56,315.68. Spending of this grant is on target with our planned expenditures and projections.

FY 2017 FEDERAL PRESCHOOL HEAD START GRANT: This grant in the amount of \$1,168,432.00 is for the period from April 1, 2017, through March 31, 2018. The Federal Financial statements show that only 50% of our grant has been awarded at this time. The Current Period Actual Expenditures are \$180,732.53; the YTD Actual Expenditures are \$327,575.18; the YTD Encumbrance is \$0.00; and the Balance is \$840,856.82. Spending of this grant is on target with our planned expenditures and projections.

FY 2017 FEDERAL EARLY HEAD START GRANT: This grant in the amount of \$536,637.00 is for the period from April 1, 2017, through March 31, 2018. The Federal Financial statements show that only 50% of our grant has been awarded at this time. The Current Period Actual Expenditures are \$83,665.75; the YTD Actual Expenditures are \$144,281.46;

YTD Encumbrance IS \$0.00 and the Balance is \$392,355.54. Spending of this grant is on target with our planned expenditures and projections.

CREDIT CARD REPORT: Skip presented the credit card report. Credit card expenditures and payments were reviewed. **Diane Taylor moved to accept the Financial Reports, supported by Doris Wehrenberg. Motion carried unanimously.**

- IX. COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the attendance summary to members. We are required to meet 85% for attendance in our classrooms. During our ERSEA review, children missing 10 days or more of classes were at risk of missing 10% or more days. The number one reason for absences is illness. Our new standards require our staff to find out why students are missing classes and encourage our parents to get them to school.

Jerry explained that the Policy Council must approve EHS and Head Start sites. Jerry went over current recruiting numbers at each site. Jerry presented the recruitment site recommendation. Each site was gone over. **Diane Taylor moved to accept the Recruitment Site Recommendations, supported by Doris Wehrenberg. Motion carried unanimously. Doris Wehrenberg moved to accept the Community Relations Manager's report supported by Diane Taylor.**

AEOA BOARD MEETING- April 19, 2017: Skip reported that the Board of Directors signed a conflict of interest form. The Quad City Food Shelf building deal didn't go through. The search for a new building will continue. CAP budgets are uncertain under the direction of the Trump administration. HR is conducting a Personnel Policy Review, Cathy Zelinski represents Head Start on the committee. The agency is also has a By-Laws Committee working on updating the AEOA By-Laws. Transit will be purchasing 9 new buses. A presentation on the Ivy Manor was given. The board passed the Policy Council Bylaws and the Reduction Grant application resolutions. **Cathy Zelinski moved to accept the AEOA Executive Committee Meeting Report, supported by Cherie Avirill Manner. Motion carried unanimously.**

X. OLD BUSINESS

A. DURATION OF SERVICES GRANT: Skip reported that we are still waiting for approval of our carry over request for the start-up funding in our Duration Grant. There is no official word yet.

B. PATHWAY I SCHOLARSHIP ADMINISTRATOR APPLICATION UPDATE: Skip reported that our application wasn't chosen as the administrator. The Northland Foundation was selected to administer the program in northeastern Minnesota.

C. CHILD & ADULT CARE FOOD PROGRAM MONITORING RESULTS: Skip shared the review letter with members. We passed our review and the review process is now complete and closed.

D. HEAD START REDUCTION APPLICATION- We need to revisit our application due to the Board of Directors recommendation that the second phase of the AEOA wage increase be put on hold until we know what the FY 2018 budget brings. The FY 2018 Budget begins October 1st. Our new reduction request will be for 24 Head Start children instead of 51 which is now less than 10% of our program enrollments. It will not have to be approved in Washington DC but only at the Regional office in Chicago. **Diane Taylor moved to accept the reduction of 24 children to be submitted in the application, supported by Doris Wehrenberg. Motion carried unanimously.**

E. VIRGINIA TODDLER CENTER- It is with great sadness that our Toddler Center will be closing on June 30, 2017. Our staff have been given their official notice. They will retain their agency seniority for one year and they are encouraged to apply for future openings in Head Start. **Diane Taylor moved to accept the closing of the Virginia Toddler Center, supported by Doris Wehrenberg. Motion carried unanimously.**

F. PARENT ACTIVITY FUND: Skip passed around all of the Thank You notes that were sent in on behalf of our Policy Council members giving each site \$25.00 to do a STEAM activity with the Head Start & Early Head Start children.

G. POLICY COUNCIL RECOGNITION AUGUST 9, 2017: The program will recognize the time and efforts of the Policy Council members of this past year. Lunch will be provided by Kunnari's at this meeting.

H. SCHOOL READINESS: Skip continues to engage in monthly calls with our Region V Program Specialist.

I. PARENT FAMILY COMMUNITY ENGAGEMENT: We are continuing with our current goals. Skip would like to give members a presentation at a future meeting.

XI. NEW BUSINESS:

A. FY 2018 FUNDING APPLICATION (STATE HEAD START): Skip presented the proposed budget to members. A discussion was held. **Doris Wehrenberg moved to accept the 2018 proposed budget for the 2018 State Funding Application, supported by Diane Taylor. Motion carried unanimously.**

B. TRANSPORTATION WAIVER 2017-2018 SCHOOL YEAR: Skip shared the waiver that includes all sites in case it's needed during the upcoming school year. **Doris Wehrenberg moved to accept the 2017-2018 Transportation Waiver , supported by Diane Taylor. Motion carried unanimously.**

C. COST OF LIVING APPLICATION (COLA) (FY 2017): Skip presented the COLA calculations to members. The application is due at the end of June. **Diane Taylor moved to accept submitting the COLA Application, supported by Cherie Avirill Manner. Motion carried unanimously.**

D. POLICIES AND PROCEDURES: Jerry Crittenden presented the following policies and plan. All changes made were to comply with our new Head Start Program Performance Standards. The updated Policies can be located on our website at: www.aeoa.org under Head Start.

Policy	Motion to Accept	Motion Supported by:	Final
Appropriate & Safe Release of Children	Julie Louks	Diane Taylor	Approved
Eligibility	Doris Wehrenberg	Cathy Zelinski	Approved

E. POLICY COUNCIL MEETING SCHEDULE Wednesday August 9, 2017- at 9:30 a.m. at AEOA in the conference room in the basement. Policy Council recognition at the completion of the meeting.

F. PARENT & COMMUNITY REPRESENTATIVE REPORTS: None.

XII. MISCELLANEOUS DISCUSSION: Some members would like to receive their minutes and agenda via email rather than regular mail. Tracy Sandnas will bring a form to the next meeting for members to choose the way they prefer to receive their minutes.

Some parents were unaware that there insurance is billed for fluoride varnish treatments. While this is listed on the form that parents sign authorizing fluoride varnish, some parents didn't remember this because of all the forms they go through and sign for the program. The concern was if we bill for fluoride varnish and then their dentists bill for this, the dentist may not get reimbursed and the dentist will bill the parents. Skip will meet with the Family Support Specialists on this when they return on July 10th and with Tracie Wilcox when she returns in August to discuss this.

XIII. **ADJOURNMENT: Doris Wehrenberg moved to adjourn the meeting, supported by Louks. Motion carried unanimously.** The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor
Arrowhead Head Start

Norman E. "Skip" Ferris III, Director
Arrowhead Head Start

UNAPPROVED