

JEFFERSON FRANKLIN COMMUNITY ACTION CORPORATION
 HEAD START POLICY COUNCIL MEETING MINUTES
 October 17, 2017

<u>Policy Council Members Present</u> Lesley Deason, Chair Paula Crewse, Board Rep. Carol Cameron, Community Rep Sarah Warncke, Community Rep Michelle Downey, St.Clair Melanie Yount, House Springs *Alyssa Graves, DeSoto Amanda Harris, Union Amber Grau, Windsor	<u>Policy Council Members Absent</u> Kristina Nichols, Secretary Tara James, Community Rep *Hannah Cain, Gray Summit *Rebecca Camacho, House Springs *Amanda Childers, Windsor *Heather Hall, DeSoto	<u>Staff Present</u> Tammie Benton, Director of Head Start Angela Edwards, Program Secretary Jaclyn Brown, Assoc. Dirc. of Fam. Devel. Sarah Doenges, Fam & Comm. Coord. Susan Killeen, Director of Wellness Jill Lombardo, CEO JFCAC Diana Hayes, CAO JFCAC Paulette Hensley, CPO JFCAC Stephanie Kerth, CIO JFCAC Kristin Firle, CFO JFCAC Neena Werkmann, CSBG Tina Haler, QI Illeana Womble, TS DeSoto Sarah Johnson, TS Robertville & St.Clair Shawnee Henson-Williams, TS Hematite Elexis Marquet, TS Gray Summit Rhonda McKalip, TS Windsor Dr. Julia Hampton, Board President
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* Denotes Policy Council Alternate

The Head Start Policy Council Closed meeting was called to order at 9:16 a.m. by Lesley Deason. The meeting was held at Jefferson Franklin Community Action Corporation, #2 Merchant Drive, Hillsboro, MO 63050.

Roll was taken. A quorum was present.

Head Start Program Director Update: Tammie Benton

The Head Start Program Director update was presented by Tammie Benton, Head Start Program Director. Closed session was called due to discussing the termination of an employee. There were no further questions. A motion to approve the Director Update was made by Paula Crewse, seconded by Amanda Harris. Motion carried. The meeting was adjourned at 9:26 a.m.

The Head Start Policy Council Open Meeting was called to order at 9:45 a.m. by Lesley Deason.

Introductions/Welcome: Lesley Deason

Roll was taken. A quorum was present. Introductions and small “about me” was given for everyone in attendance. Everyone in attendance recited the Community Action Promise.

Personnel Actions: Diana Hayes

The personnel actions report was presented by Diana Hayes, Chief Administrative Officer. It was reported that for September there were three new hires, no transfer, one termination and two resignations due to a new job opportunity. There were no questions regarding the personnel actions update. A motion to approve the Personnel Actions was made by Paula Crewse, seconded by Amber Grau. Motion carried.

Approval of Minutes from Last Meeting

Minutes from the September Policy Council Meeting were reviewed; there were no questions or

comments. A motion to approve the September Minutes was made by Amanda Harris, seconded by Paula Crewse. Motion carried.

Presentation of Credit Card Statement and Financial Statements: Kristin Firle

The financial/credit card statement was presented by Kristin Firle, Chief Program Officer. Nothing too significant on credit card statement. Mostly hotel rooms for staff. Questions for more details about medical. The head start and early head start financial report, nothing too significant to report. A motion to approve the Financial Statements was made by Amber Grau, seconded by Amanda Harris. Motion carried.

Quality Improvement Update: Tina Hahler

Very busy in September. Visited multiple sites to look over the compliance of ERSEA, Program Structure, Education, Health, Family, Disability and Pregnant standards that are being met in the centers. We are also looking at the CACFP monitoring for the centers that were being reimbursed. We also monitored the Open Mind curriculum within the classrooms to make sure they are meeting the daily practices. Also observing the teachers to make sure they are meeting the OM requirements. Also assessing the classroom environment. No questions. A motion to approve the QI Update was made by Paula Crewse, seconded by Amber Grau. Motion carried.

MSC Discussions and Actions

Program Self-Assessment Presentation was presented by Tammie Benton, Head Start Director. Every year we have to compile the data from the last program year to make plans on how to improve for the next year. The assessment started in July, which was the first month that Tammie was here. Continued to discuss the data and each section as it pertains to the self-assessment. Question about the status of Sherwood status and licensing. We have done what we can but have to wait for the outside entity to complete their portion. A motion to approve Self-Assessment was made by Amber Grau, seconded by Paula Crewse. Motion carried.

Susan Killeen, Head Start Director of Wellness presented the revised Suspected Child Abuse and Neglect Policy and Procedure. One question regarding wording. A motion to approve the Suspected Child Abuse and Neglect Policy and Procedure was made by Amber Grau, seconded by Paula Crewse. Motion carried.

Induction Ceremony: Sarah Doenges and Jaclyn Brown

Jaclyn presented a small candle ceremony with a script to honor our new and remaining policy council members.

Sarah Doenges discussed the roles and responsibilities for each policy council member and officers. Voting for new officers was done and results are as follows:

Vice-Chair: Michelle Downey

Secretary: Melanie Yount

Board Rep: Amber Grau

Lesley Deason, Chairperson discussed developing the R.O.P.E.S acronym and results are as follows:

Respectful, Responsible, Rejuvenating, Ready-To-Go

Organised, Open-Mind, On-Topic, Open-Hearted

Professionalism, Polite, Punctual, Private, Positive, Prepared, Passionate

Energy, Enthusiastic, Engaged, Educated, Empowered, Empathetic

Sharing, Social, Supportive, Synergized, Smiles

Review of Parking Lot procedure.

Discussion about Franklin County members being able to skype or call in to reduce travel for those members. Will be discussing options with technology department.

Open discussion about New Program Year Policy Council Meeting Date and Time. Will continue discussion at next meeting when more of the members will be present.

Policy Council Member Training: Neena Werkmann

Moved to Next Meeting

Memorandums (IMs) & Program Instructions (PIs) Update: Jaclyn Brown

There were no IMs or PIs issued in the last month.

Parking Lot Discussion

None

Policy council members to be reimbursed for mileage and filled out appropriate form.

NOTE: Babysitting services were not provided this month.

There were no further questions. A motion to adjourn was made by Paula Crewse, seconded by Amber Grau. Motion carried. The meeting was adjourned at 11:17 a.m. The next Policy Council Meeting will be held Tuesday, November 21, 2017 at 9:15 a.m.