

**First Start Partnerships for Children and Families**

**Policy Council Zoom Meeting   
Agenda**

**Monday, October 18, 2021**

**10:00-11:00**

1. **Welcome**  Holly Dockery
2. **Old Business** 
   1. September minutes (vote needed) Holly Dockery

Email approval vote by Ora McPherson and Alicia Day (attendees of September meeting).

* 1. September Financials and Credit Card Jessica Kreigline

Expenditures (vote needed)

HSSAP audit expected to begin November 1. Funds from HSSAP have been awarded to open another classroom in the Waynesboro area.

Quarterly reports for all funding streams 15.3%. Budgets are a little over in some areas (supplies, legal and accounting, contracted services) and are under in some line items (child services consultant, nutrition, transportation, liability insurances, travel, parent expenditures)

Angela asked what transportation entails since there is no bussing - Diane: can transport staff to trainings, families to appointments, etc in company car/van

Motion to approve - Angela

Second – Holly

September financials and credit expenditures approved

* 1. By-Law Revisions Diane Hummel

Bylaw Revisions:

Changed FCHS to FSP and acronyms

Grammatical errors corrected

Timeline for elections of officers - currently September 30, suggestion from Ora

date for elections to October 30. Discussion around how it can take a little longer to introduce PC and let people get comfortable with it.

Motion - Angela

Second - Lindsay

Bylaws approved unanimously

1. **New Business**
   1. NAEYC Code of Ethical Conduct Diane Hummel

Conflict of Interest

Confidentiality Policy

NAEYC Code of Ethical Conduct, Confidentiality, Conflict of Interest - what is best way to get all reviewed and signed by PC members? Diane can send  to all members through Adobe sign.

Frank: When can we all get together in person to take care of this? Maybe before/after school. Diane: Based on Covid numbers in the community, we cannot meet in person right now, because there is still a slim chance of transmitting the virus. Discussion around whether just this small PC could meet in person. Diane will take back to Program Council and advocate for PC.

Diane will send through Adobe since it is not possible to meet in person at this time.

* 1. NAEYC Accreditation Time Line Diane Hummel

We have been working toward this with a goal of completion by July 2023. It has become apparent that we need to focus on physical and mental health needs of staff at this time, due to the pandemic (so many additional measures to follow, increased stress). Proposing to extend our timeline by 1 year - expand current exploration phase through December 2022. Looking for one HS and one EHS representative to sit on committee. Discussion as follows:

Lindsay: What would that involve?

Diane: can participate in observing classroom, provide input as parent during meetings

Holly: How is the Strategic Plan going? Does that need to be pushed back as well?  
Diane: We are on track with everything else, but there is a lot involved in NAEYC accreditation. Teachers need more time to learn about the process.

Motion to approve pushback of accreditation timeline - Frank

Second - Lindsay

* 1. Family Center Nicole Nicholson

The Family Center needs family input and is seeking feedback from PC around current plan for this year. The Family Center is designed to provide resources to families in our county and help navigating systems in accessing services. The Family Center is virtual right now and a newsletter goes out to those on the mailing list. Nicole reviewed the Family Center website, which currently offers online resources to help families build skills to help their child get ready for school. Reviewed website set-up and links with Policy Council. What else would be helpful for families?

Opportunities for FSP families - trying to build a mailing list, can refer a friend by sending email address and you will receive a gift card.

Parent Cafe training - opportunities to connect with other families. Will do training in December and need 3-4 family members to participate in training to be room hosts (zoom) for small group breakouts.

Holly shared that she had received a Family Center information sheet at the hospital when her baby was born, but the nurses had no information or any idea what the Family Center is all about. We are working on getting them this information to share with patients.

* 1. Election of New Officers Diane Hummel

Current positions:

President: Holly is eligible for another year.

VP: Ora Mc Pherson, eligible for another year

Secretary: oversee recording of all minutes, maintain attendance log, meeting minutes send to Prog Director for review within 5 working days

Treasurer: acts in absence of Pres, VP, and Sec. Serves on board finance and HR committee.

Board Liaison Reps PC at Board meetings, reports PC actions/concern to board and vice versa

Parent Committee Liaison - receives/reviews all PCMs, attends all PCMs they can, reports PCM business to PC

Nominations:

President: Holly

VP: Ora, Angela

Secretary: Lindsay

Treasurer:

Board Liaison: Frank

Parent Committee Liaison:

Election of officers must be confidential. Diane will email to each PC member along with a paragraph about each candidate and why they want to be considered. Nominees can send those paragraphs to Diane by Wednesday 4:00pm

1. **Director’s Report** Diane Hummel

enrollment EHS - Home Based 43 Center Based 24

HS 216

Teachers should have finished TSG assessment over the weekend; ASQs recently finished, results of both will be shared at PTCs within the next couple of weeks.

1. **Member Discussion/Questions/Suggestions**

Angela: Why are there only Policy Council and Parent Committee Meetings now?, when in years past, there were more committees (RIF, Newsletter, Health)?

Diane: not sure of all the reasons why, but for the last couple of years, there have only been 2 parents participating, so it has been difficult to focus on other committees as well.

Angela: some parents may not be interested in Policy Council, but may want to serve on other committees (such as RIF, newsletter, health, etc)

Jessica: some of those activities are still in place but have been absorbed by PCM, and RIF was a grant that has now expired.

Holly: we can make more committees and see if there could be more participation. We could reach out to Pam as a resource. Angela will look back at her records and email a list of former committees to provide ideas.

1. **Adjourn 11:15**
2. **Next Meeting:** November 15, 2021 at 10:am