

**First Start Partnerships for Children and Families**  
**Policy Council Zoom Meeting**  
**Agenda**  
**Monday, November 16, 2020**  
**6:30 – 7:30 pm**

**Members in Attendance:** Holly Dockery, Brooke Garrett, Ora McPherson, Alicia Day

**I. Welcome** Holly Dockery called the meeting to order at 6:35 PM

**II. Old Business**

- A. September/October minutes: The minutes for September and October were reviewed and approved with a motion by Ora, seconded by Holly. Motion passed unanimously.
- B. September/October Financials and Credit Card-Jessica Kreigline presented the September and October financials and credit card expenditures. Ora made the motion to approve the financials as presented with a second from Alicia. Motion passed unanimously.

**III. New Business**

- A. Parent Committee Meeting Funds: Diane Hummel discussed the use of Parent Funds and the role of the Policy Council in allocating. After some discussion, it was decided to allocate funds for 21 parents to obtain clearances at \$45.00 per person (\$945). It was also decided by the Council to designate \$100.00 per classroom for family engagement activities to be decided by the Parent Committees. The Council decided to discuss remaining funds at a later date.
- B. Updated Re-Opening Plan: Diane Hummel and Nicole Nicholson presented the updated Re-Opening plan, which was sent to the Council. Ora made a motion to approve the updated re-opening plan as presented with a second from Brook. Motion passed unanimously.
- C. Family Services Update-Brenda Line shared that the program received coat donations from a grant from Operation Warm. The application was done in honor of Jeanne Shultz, a staff member who was dedicated to ensuring our families received coats, before her passing this year. The Family Advocates and Home Visitors for each program are handing them out to families. First Start Partnerships received 252 coats valued at \$20.00 a piece ranging in sizes from 2T to 6x. The Family Advocates are also working on increasing family engagement and will be collecting donations of gift cards to raffle at Parent Committee Meetings before the holidays.

- IV. Director's Report:** Nicole presented the data from Early Head Start and Head Start. The programs are now tracking attendance but are working on what counts as attendance for a family to be flexible for the situation. We are working on updating all health information and look to have good data to share at our next meeting. With COVID we have had some issues with getting releases signed by families and getting information from offices, but we seem to be overcoming the hurdles now. We are tracking ASQs and following up with those children who scored in the refer range to get evaluations from early intervention providers.
- V. Member Discussion/Questions/Suggestions:** The Policy Council members did not have any questions or discussion items, but were encouraged to email if they did. Nicole shared we will be voting at our next meeting on new officers.
- VI. Adjourn:** Holly Dockery adjourned the meeting at 7:15 pm.