

First Start Partnerships for Children and Families
Policy Council Zoom Meeting
Minutes
Monday, April 19, 2021
6:30 – 7:30 pm

Members in Attendance: Holly Dockery, Alicia Day

- I. **Welcome** Holly Dockery called the meeting to order at 6:36 PM
- II. **Old Business**
 - A. March minutes: The minutes for March were reviewed and approved with a motion by Alicia, seconded by Holly. Motion passed unanimously.
 - B. February Financials and Credit Card Expenditures: Jess Kreigline reported that there was no real change since last month's meeting. Some items from HSSAP need to be reallocated. We will be submitting budget in May, so we will have better numbers then. Alicia motioned to approve; Holly seconded the motion. Motion passes unanimously.
- III. **New Business**
 - A. Overview of the 2021-22 Grant: Nicole presented details regarding the 21-22 grant.
 1. This is year 4 of our Strategic Plan and we will be launching the NAEYC accreditation process in the 21-22 school year. The pandemic has impacted the timeline in some ways, but we are still on track with the accreditation process.
 2. Progress made during the 2020-21 school year includes:
 - a) Continued compliance with the Head Start/Early Head Start Performance Standards
 - b) This has been the second year of the apprenticeship program. So far, 15 support staff have participated and have earned or are in the process of earning, their Child Development Associate credentials.
 - c) We have enrolled in a Quality Improvement network to increase data analysis skills
 - d) We have hired a Quality Assurance Director who will focus on Practice Based Coaching
 - e) Staff retention rate is holding at 91%
 - f) We have seen an increase in Family Engagement
 - g) We have made a commitment to enhancing children's Mental Health
 3. Challenges include:
 - a) Health continues to be a challenge. We will continue community partnerships with WellSpan and Healthy Franklin County.
 - b) Facilities continue to need improvement in order to meet program needs.
 4. Some minor changes to service delivery and organizational structure will be made:
 - a) Current Greencastle HS slots will be moved to areas with greater need (Chambersburg and Waynesboro)
 - b) Position of Head Start and Early Head Start Director will be combined. The Early Head Start Director will be reassigned to manage community systems, including The Family Center.
 - c) We will be hiring a Chief Operating Officer to manage administrative functions, including facility planning and maintenance

- d) There is a possibility that some HS slots will be converted to EHS slots due to a large need for center-based EHS in the Chambersburg area.
 - e) We will be looking at applying for more HSSAP slots in Waynesboro.
5. Jessica share changes regarding the budget for 2021-22:
- a) Extended day classrooms will be spread out in Chambersburg and Waynesboro instead of remaining solely at St Johns. Extended day programming has helped lower costs for rent, food, and supplies during the 20-21 school year.
 - b) 28% increase in health insurance premiums in 2021
 - c) Transportation budget will decrease from \$1000 for 30 families to \$500 for 30 families. Only \$600 was used out of what was previously allocated; the community has become accustomed to us not providing transportation and are no longer asking for it. The \$500 budget will allow us to provide some temporary transportation assistance to families who have extenuating circumstances.
 - d) Non-Federal Share: The majority is coming from HSSAP, with the rest coming from rental analysis.

Alicia motioned to approve the 2021-22 grant; Holly seconded and the motion was unanimously approved.

- B. Parent Survey Results: Nicole shared that the survey just went out last Thursday evening, April 15, so we have not had many results yet. We are expecting to get responses by Friday, April 23, so the results will be shared at the next meeting.

IV. Member Discussion/Questions/Suggestions: There were no questions; both Alicia and Holly agreed that they felt the staff members did a good job of explaining things thoroughly and in a way that was easy to follow.

V. Adjourn: Holly Dockery adjourned the meeting at 6:53 pm.