

First Start Partnerships for Children and Families
Policy Council Meeting
Minutes
Monday, September 16, 2019
5:30 – 7:30 pm

Members in Attendance: Holly Dockery, Ora McPhearson, Chris Neidig, & Jennifer Neidig

I. Welcome: Holly Dockery called the meeting to order at 6:07 p.m.

II. Old Business

- A. August minutes: The minutes for August were reviewed. Jennifer Neidig made a motion to accept the minutes. Ora McPhearson seconded the motion. The motion passes unanimously.
- B. August Financial Reports and Credit Card Expenditures: Jess Kreigline reviewed the financial report and credit card expenditures for August. Two items were pointed out to the Policy Council. She shared that across all programs the Building and Child Liability Insurance was higher than budgeted because of the bus insurance. She has met with the Insurance Agent and lowered the insurance coverage to the minimum and that once buses are sold the coverage will be canceled. She expects at least 75% of the premiums to be returned. The HS T/TA showed a credit of 150.00, this was due to a former employee paying back tuition. All other expenses were in line with expectations. Jennifer Neidig made a motion to accept the financials and credit card expenditures for the month of August as presented. Ora McPhearson seconded the motion. The motion passes unanimously.
- C. Engaging Families in Parent Committees and Policy Council: Heather Diehl shared that each community hub has scheduled their parent committee meeting by the end of the month. She shared that the Meadow Creek Classroom and Greencastle HS Classroom will be doing a meeting separate from their community hub. Ora shared that Ms. Lori canceled the meeting on the 26th due a training, but it will be rescheduled within that week. Holly stated that Annette Searfoss had reached out to her to attend the Parent Committee meetings to talk about Policy Council. Ora volunteered to assist Holly in attending. Both shared they would not be able to attend the meetings at Meadow Creek, Trinity and St. Johns due to picking up their own children. Jess Kreigline will share the classroom addresses out to the Policy Council members.
- D. Funding for Parent Activities: Jess Kreigline shared that the Policy Council had previously given each Parent Committee funds in order to have meetings and plan events. The amount last year was 200.00 per classroom. After some discussion the Policy Council gave 5250 for the parent committees of Head Start and Early Head Start. Each classroom / home visitor would receive 250. The first 125 is to be spent by January 2020 and the remaining to be spent by the end of the school year.

III. Director's Report

- A. Staffing: Heather Diehl shared that EHS needs 1 Classroom Support Staff and HS needs 1 Assistant Teacher and 5 – 30 Hour Classroom Support Staff.
- B. Community Hubs: Heather Diehl shared that First Start Partnerships have partnered with WellSpan for the Trinity Community Hub. The staff will be engaged for 6 weeks then will be engaging children and families.
- C. Enrollment: For August EHS had 72 spots of which 64 received services. For August HS had 280 spots of which 277 received services. For the month of August family advocates had no home visits, those will be completed in September.
- D. Transportation: Heather Diehl shared that over the summer, some families had decided to decline due to transportation. Heather Diehl and her team investigated further and discovered that 26 children either had declined due to lack of transportation or were enrolled but were experiencing transportation barriers. 12 of those children have no transportation, 5 at Trinity, 7 at LifePoint, 1 at Faith and 1 at Greencastle all of which live 1.1 miles or less from the center. There was some discussion by Policy Council members regarding this matter. The group suggested to contact local busing companies and do a cost analysis, or connect families to families with transportation to help car pool. Heather Diehl will follow up and provide updates at the next meeting.

IV. New Business

- A. Program Information Report: Heather Diehl gave the Program Information Report, see attached.
- B. Staff/Volunteer: Heather Diehl shared that CareerLink met with Family Advocates. They did a presentation and provided Family Advocates with resources.
- C. Next Meeting: Due to the Columbus Holiday the next meeting will be Monday, October 7th, 2019 5:30 pm – 7:30 pm at LifePoint. The Financial Report will be emailed out by October 11th.

- V. **Adjourn:** Holly Dockery adjourned the meeting at 7:21pm.