

**Policy Council**

January 23, 2024

10:00 am

Policy Council Members Present: Greg Taylor, Janice Gillespie, Kessa Wagaman, Heidi Calhoun, Ivette Vargas, Diana Suarez, Angel Dreyfus

FSP Staff Present: Jennifer Mercer, Carolyn Clouser, Julie Pepo, Ana Adams, Alexandra Acevedo, Erik Nichols, Melisa Ostrowski, Jessica Hatch

Board Members Present:

1. **Welcome:** Heidi welcomed everyone to our Policy Council Meeting at 10:05 am
2. **Annual Audit Presentation & 990:** Erik presented the Annual Audit to Policy Council via a PowerPoint presentation which was also shared in the packet prior to the meeting.
* There were no material weaknesses or deficiencies. This is critical as it speaks to the accounting and GAAP processes of the agency. It indicates that everything from a process perspective is in line.
* An unmodified opinion means there are no addendums or disclosures needed to describe our audit as anything other than clean
* We finished the year as a low-risk auditee. That means that the major program (anything over $750K in Federal funding), that there are no issues when looking more closely at that program from a fiscal grant reporting perspective
* The liquidity of the agency fell by $60K (mostly to do with the $100K in expense HSSAP would not allow)
* Undesignated Net Assets rose. The cash position of the agency is in a much better place entering FY 2024

Janice Gillespie made a motion to accept the Annual Audit as presented. Angel Dreyfus seconded the motion and the motion passed.

1. **Old Business:**
2. October Meeting Minutes: Due to some members of the Policy Council being unable to review the packet prior to the meeting, it was decided that the October Meeting Minutes would be sent out for an email vote.
3. September/October/November/December Financial Reports & Credit Card Expenditures: Erik present the Scorecard that gives a snapshot of all programs. He shared that all the budgets are on track as far as spending. Janice Gillespie made a motion to accept the September/October/November/December Financials and Credit card expenditures as presented. Angel Dreyfus seconded the motion and the motion passed.
4. **New Business:**
5. Selection Criteria: Melisa shared a presentation with Policy Council surrounding our selection criteria. This information was also shared in the packet that was sent out prior to the meeting. Melisa stated that there has been no new data that would have us make any significant changes to the selection criteria. Angel Dreyfus made a motion to approve the selection criteria as presented. Kessa Wagaman seconded the motion and the motion passed.
6. Corrective Action Plan: Jessica Hatch shared the overview of the Corrective Action Plan and it was also included in the packet that was emailed prior to the meeting. Jessica shared that the corrective action plan is in response to a child safety incident that happened in April of 2023 where a child was left unsupervised in a classroom. In September, we received a letter informing us of the noncompliance. There was a second incident in early October and we are waiting to hear feedback from the Office of Head Start. Both incidents happened during transition times and we are looking to add volunteers to the classrooms to help. The root causes that were identified include new staff without a lot experience and extended day classrooms. Discussion was held around volunteers in the classroom and suggestions that were made include: looking at having less children in the classroom, having a 3rd person in the classroom to serve as a helper, seeing if retired teachers would be interested in volunteering.
7. 45 Day Results: Jessica shared a presentation showing the results of the 45-day screenings:
* HS/PreK ASQ 3: 322 (60%) Typical, 115 (21.4%) Monitor, 100 (18.6%) Refer
* HS/PreK ASQ SE: 377 (70.7%) Typical, 61 (11.4%) Monitor, 95 (17.8%) Refer
* Child Assessment Data:

% at or above by Domain:

 60% in Cognitive

 61% in Language

 53% in Literacy

 52% in Mathematics

 79% in Physical

 63% in Social & Emotional

* Health Data:

Vision screenings complete

 PreK Counts- 354

 Head Start- 294

 PreK Counts- 354

 Head Start- 294

 Early Head Start- 85

Height/Weight Screenings Complete

 PreK Counts- 356

 Head Start- 294

 Early Head Start- 98

1. Hope from the Start Rebranding: A discussion was held around Hope from the Start. When ask if any members have heard of Hope from the Start, the response was no; however, several members have heard of Be the Village when asked. Carolyn shared that they both have a similar focus so the idea of rebranding Hope from the Start to Be the Village. The group was familiar with Story Walks and take-and- go packets in Waynesboro. Angel stated she thinks it would be a great idea and loves the mission and goals of Be the Village. Janice also agreed and suggestions were made to involve the Hispanic Community.
2. WOYC/MOYC Draft Plan: Melisa shared the draft plan for the Month of the Young Child and Week of the Young Child and went over it with the Policy Council. This information was also included in the packet which was sent out before the meeting. For the Month of the Young Child, we will repeat what we did last year. The month of the Young Child is April 6- 12 and we are reaching out to our local PennAEYC chapter to see their plans for a kickoff and hope to partner with them. Carolyn will be reaching out to arrange guest readers for the classrooms. We will also be doing a social media campaign that our Leadership Franklin County Team developed. These activities will also be shared with our classrooms. We are planning an open house in partnerships with Cumberland Valley School of Music either on 4/8 or 4/11
3. Mid-Year Data Report: This information was shared during the 45-day results section of the meeting.
4. Officer Elections: Carolyn shared an overview of the open office positions. After the overview, it was asked if any of the members had an interest in running for any of the positions. Angel stated that she is interested in the Secretary position. Janice and Ivette would like to think about the Vice President position. Janice Gillespie made a motion to elect Angel Dreyfus to the position of Policy Council Secretary. Heidi Calhoun seconded the motion and the motion passed. We will revisit this next month after other members have the opportunity to think about the other positions.
5. **Member Discussion/Questions/Suggestions**
* Volunteer Opportunities: There was a discussion about language barrier limiting volunteer opportunities. Ivette suggested having a Spanish-speaking parent or individual come into the classroom and read a book in Spanish along side the reading of the book in English. Angel suggested parent volunteers to help on the back end with cutting thing out, repairing books, etc. There was also discussion surrounding a Facebook ad for volunteers and stating that the clearances required are free.
* Carolyn shared a confidential facilities update surrounding the 2019 facilities plan. In this plan, we established hubs. We are currently working with another nonprofit who is interested in partnering with us on 2 buildings. The first building is the Welty Building in Waynesboro. This building would house our Early Head Start Classrooms that are currently at Faith. The second building is located next to Buchanan Elementary School and would house our Trinity Classrooms. These buildings are being offered at a significant discount. We are still in discussions and wanted to get feedback from the Policy Council. The main concern that was brought up surrounded the lack of transportation for some families that attend the Faith Center. Policy Council agreed it was a great opportunity.
* Carolyn also began giving an overview of The Basics and shared that we received a grant for this program. She referred the Policy Council the website (thebasics.org) if they have the opportunity because we will add this to our February agenda.
1. **Adjourn:** Meeting was adjourned at 11:40 am

**Next Meeting: March 26, 2024 from 10:00-11:30 am at 871 Stanley Ave. Chambersburg (Chambersburg Early Learning Center)**