

**Policy Council**

February 14, 2023

9:00 am

871 Stanley Ave. Chambersburg, PA

Policy Council Members Present: Steve Marvich, Shay Marvich, Heidi Calhoun, Minerva “Mimi” Roman, Michelle Huber

FSP Staff Present: Diane Hummel, Amy VanHorn, Stephanie Melgarejo, Jennifer Mercer, Tamela Brocious, Cheryl Dant, Jessica Hatch

1. **Welcome**

Diane welcomed everyone to the meeting and called the meeting to order at 9:07 am.

1. **Old Business**
2. **October Minutes:** Diane gave an overview of the October minutes. Steve Marvich made a motion to approve the October minutes. Heidi Calhoun seconded the motion. Motion passed.
3. **October, November, December, January Financials and Credit Card Expenditures:** Amy gave a summary of the Financial and Credit Card Expenditures. She informed the group that the financial team conducted a 2022 audit. Projections have been completed at the end of December and we are awaiting how funds will be distributed. She also explained that some of the line items show expenses that are paid on an annual basis so it will even out through the year. The Quarter 2 HSSAP report was submitted in January. Head Start and Early Head Start Semi Annual Report is due in April. We are running as expected. State Funds should be at 58.33% and we are currently at 58.8%. Federal Funds should be at 50% and we are at 47.9%. Mimi made a motion to approve the October, November, December, January Financials and Credit Card Expenditures as presented. Steve seconded the motion. Motion passed.
4. **Classroom Funds:** Diane explained to the group that Policy Council decides how classroom funds will be dispersed. Some funds went towards the Country Creek Event in the fall. Historically the funds were distributed equally though all classrooms. Steve made a motion to divide the funds evenly though all classrooms. Heidi seconded the motion. Motion passed.
5. **New Business**
6. **Annual Audit Presentation:** Amy explained that the purpose of the annual audit is to ensure our financial health. It is like a report card that is conducted by an independent auditor. The last three years we have had an unmodified audit. In 2018-2019 we had a qualified opinion and an adverse opinion due to money being reserved but items were not ordered and equipment was not recorded correctly. Everything was addressed and corrected. As an agency, we did not use our line of cred in 2022. There were 0 findings in the audit and no material weaknesses. Steve made a motion to approve the annual audit as presented. Michelle seconded the motion. Motion passed.
7. **QIN Data Dashboard Update, how are our children and families?** Jessica Hatch shared information on how are children and families are doing:

* Children identified with disabilities by district- Waynesboro 14, Greencastle 4, Chambersburg 26 and EHS 5
* ASQ for EHS- 46.7% Typical, 36.7% Monitor and 16.7% Refer
* ASQ SE for EHS: 76.9% Typical, 15.4% Monitor and 7.7% Refer
* The preschool data looked the same
* Overall Assessment TSG: Fall data collection, children at age level, 50% cognitive, 61% language, 48% literacy, 50% math, 73% physical and 60% social/emotional
* QIN Update: This looks at children and family data compared to other programs. We had a lot of chronic absenteeism last year at 75%. So far this year we are at 48% which shows a 25% difference
* ESQ for Families: last year the highest needs were violence in the home/neighborhood, child care not meeting needs and spousal conflicts.

1. **Selection Criteria:** Diane shared that we assign points for different demographics for children and families. The include age eligibility, age of child, economic stability (federal poverty guidelines, 300% or less are eligible). Categorical eligibility for HS and EHS includes homeless, foster and public assistance. Families who are foster families or receive public assistance receive 100 points, families who are homeless receive 200 points. Diane explained we review the community assessments to establish our selection criteria. Also look at potential or identified special needs (IFSP, IEP, Family Concerns, Doctor documented physical heath concern). Social Determinants of Health- points for certain risk factors. New this year-adverse childhood experiences, domestic violence, incarceration, substance abuse. Also receive points for extend care and gaps in children’s health insurance coverage. Mimi made a motion to approve the selection criteria as presented. Steve seconded the motion. Motion passed.
2. **Policy Council Meeting Day and Time:** The group had a discussion surrounding future Policy Council Meeting dates and times. Michelle made a motion to have Policy Council Meeting on the Tuesday before the board meeting at 9:00 am at the Chambersburg ELC. Heidi seconded the motion. Motion passed.
3. **Director’s Report:** Due to time, this information will be emailed out to the group.
4. **Member Discussion/Questions/Suggestions:** Jennifer shared the details for the upcoming Family Day at Country Creek. It will be held on November 2, 2002 from 3-6 pm with November 3, 2022 being the rain date. Please RSVP to your classroom teachers on or before October 19, 2022.
5. **Adjournment**

Meeting was adjourned at 10:36 am

**Next Meeting: Tuesday, March 14, 2023 9:00-10:00 am**