

**Policy Council**

March 14, 2023

9:00 am

871 Stanley Ave. Chambersburg, PA

Policy Council Members Present: Steve Marvich, Shae Marvich, Heidi Calhoun, Minerva “Mimi” Roman, Sandy Miller, René Batres

FSP Staff Present: Diane Hummel, Amy VanHorn, Stephanie Melgarejo, Jennifer Mercer, Jessica Hatch, Carolyn Clouser, Annette Searfoss

1. **Welcome**

Amy welcomed everyone to the meeting and called the meeting to order at 9:09 am.

1. **Old Business**
2. **February Minutes:** Amy gave an overview of the February minutes. Steve Marvich made a motion to approve the February minutes. Heidi Calhoun seconded the motion. Motion passed.
3. **February Financials and Credit Card Expenditures:**  Amy shared that we are on track in spending and expenditures. There are some annual fees that throw things off a little but it will even out. There was a discussion surrounding the difference on the nutrition services line. This difference is due to when we receive invoices and we are a little behind in receiving an invoice from one of our vendors. The state grants should be spent at 66.7% and we are currently at 67.5%. The federal grants should be spent at 58% and we are currently at 56.3%. We will continue to monitor the individual line items. Annette shared that we have never had to give money back. Heidi Calhoun made a motion to approve the February Financials and Credit Card Expenditures as presented. Steve Marvich seconded the motion. Motion passed.
4. **New Business**
5. **Proposed 23-28 Strategic Plan and Annual Budget:** Annette shared that we are embarking on a new 5-year Strategic Plan and we will be asking the Policy Council for their approval and their recommendations will go to our Board of Directors. Today we are asking if you agree that we are headed in the right direction and are we on the right track. In 2019 we changed our name to First Start Partnerships for Children and Families. Our current Strategic Plan has one goal of NAEYC accreditation. We want to continue to focus on high quality. Local decision making at a community hub level is a transforming idea. Annette shared information from a power point presentation that was also printed and given to the policy council. We used implementation science which identifies 3 drivers: Organizational, Leadership, Competency. In the next 5 years we will focus on competency- selection, training and coaching of staff. We looked at community assessments data, self-assessment of NAEYC standards, then we asked ourselves are we on track, then what is next. We looked at First Start Data, Community data and NAEYC Self study data and at the intersection is Healthy Children, Families and Communities. Our 5-year focus in the Strategic Plan will Healthy Children, Families, Communities and schools. Steve also suggested including parochial schools. Medical, dental, immunizations and insurance pre covid were at 100% and in 2022-2023 it was between 60-84%. If we are going to have healthy children we need to know what is available to them. We are looking at significant increases every 2 years. Healthy Families- 100% of our families will receive at least 1 service by 2028. In 2022 we were at 66%. Healthy Communities- In 2022 our total volunteers were at 86 (77 of them were families) by 2028 we would like to see 400 volunteers. We know this will take training, support and coaching. Annette asked the Policy Council if we are on the right track…everyone agreed yes. Rene made a motion to accept the theoretical framework and we are headed in the right direction. Mimi seconded the motion. Motion passed.
6. **Enrollment Reduction:** Annette shared that an enrollment reduction would increase lead teacher salaries so that they are comparable to public school teachers. In order to do this, we need to do an enrollment reduction. President Biden is encouraging this. Syrita Clark who is our contact is encouraging us to this. Currently we have 279 children enrolled through Head Start Funding. We would need to reduce the number of children to about 204. There are enough other programs such as HSSAP and Pre-K Counts to service these children. We would not lose any returning children and we have a place for the other 70 children. We will need to finalize this by the end of March. It would be a 23% increase in salaries. We would use 5.6% COLA first then 19%
7. **Director’s Report:**

* Southern Region: Greencastle, Tuscarora, Waynesboro
* Staff Vacancies- All in Waynesboro, 1 Assistant Teacher with Lead Qualifications, 1 Assistant Teacher, 1 Building Assistant Teacher
* Enrollment- Early Head Start is fully enrolled and all other programs are 96% enrolled

1. **Member Discussion/Questions/Suggestions:** There were some questions surrounding specific classrooms and it was decided that it best to talk with the teachers or program coordinators to address those needs. No other discussion, questions or suggestions at this point.
2. **Adjournment**

Meeting was adjourned at 10:33 am

**Next Meeting: Tuesday, April 18, 2023 9:00-10:30 am**