

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Laura Lopez

Secretary
Jennifer Reed

Treasurer
Janel Walks

Policy Council Meeting Minutes January 21, 2016

Facilitator: Lanessa Littrell

Time Keeper:

Scribe: Rhonda Schaffer

The meeting began at 5:45 p.m.

Public comment on items on the agenda: Lanessa Littrell asked for any public comment on items; there was none.

Policy Council of 2015-16 Members Present: Lanessa Littrell, Maria Hall, Laura Lopez, Jennifer Reed, Sarah Halvorson, Kristie Sears, Amanda Robinson, Janel Walks, Rhonda Schaffer, Mary Ebert, and Trista Vonada.

PC Members Excused: Keith Meyer, Nicole Jones, and Mary Pat Penley

PC Members Unexcused: Quincy Bjornberg

Eight members are needed for a quorum; therefore a quorum was established.

Guests: Patty Dahl, Ashley Peña-Larsen, Jaymie Sheldahl, Bob Mullen, Helen Fandrich, Daniel Pocha, Joan Anderson, Sheilah Mevis, Debbie Havens, Lori Ladas, and Kathy Marks.

Agenda Review: The parent fundraiser and a replacement for Nicole Jones as the second Head Start seat on the RMDC, Inc. Board of Directors were added to the agenda.

January 14, 2016 Policy Council Minutes: Maria Hall moved to approve the January 14, 2016 Policy Council minutes. Sarah Halvorson seconded. The vote was unanimous.

Head Start 2016-17 Continuation Grant: Patty Dahl referred the Policy Council to the draft Program Goals that were sent home last week and noted that these Program Goals have the past two years' focus area goals (Program Design and Management, Early Childhood Development and Health Services, and Family and Community Partnerships) embedded in them. It was decided to write goals on a program level after managers attended Leadership Training in Denver last winter. The same shared decision-making process involving Advisory Teams and Leadership Team was used. Ashley Peña-Larsen projected the Program Goals as Patty reviewed them with the group. She reminded us that the format of Program Goals is much like the format used in the Training and Technical Assistance Plan, the Self-Assessment Action Plan, and focus area work plans and that Program Goals are built on information from the Community Assessment, family assessments and surveys, Self-Assessment, etc. There are 3 Program Goals proposed. 1) Increase sustainable, quality early education for all children. 2) RMDC Head Start families will be self-sufficient upon exiting the program and 3) RMDC, Inc. Head Start will be a "Head Start Trauma Smart" program. After discussion on the Program Goals, Objectives, and Anticipated Outcomes Patty talked about the budget, how the budget is developed using past information and any upcoming changes due to Program Goals or anticipated increases in such things as food costs. Ashley projected a copy of the SF424 (Standard Form 424 that is part of all grant applications) out of the HSES system (that is the Head Start Enterprise System where the grant information is uploaded electronically). She showed the federal funding amount of \$2,013,393 which is the amount the Office of Head Start tells us we can apply for to serve 236 children. This is the same amount as last year. The federal funding is divided into two categories of \$1,988,411 for program operations and \$24,982 for Training and Technical Assistance. The applicant amount is what the program must come up with in non-federal share to match the

federal money. This amount is \$503,348. Ashley then projected the draft SF424A which is how the Program Operations funds and the Training and Technical Assistance funds are broken down into separate categories. Patty went over the program operations part first. Personnel and Fringe make up the biggest part of program operations. She said with a staff of 54 it takes a lot of money to run the program and that Rocky's fringe benefits, which are health insurance, flex plan and employee assistance program, are very good and on top of the regular fringe of social security, unemployment, and workers comp. Patty said that some staff are in the grant's personnel category at like 50% because part of their wages come out of the Montana Preschool Development Grant and the same with their fringe benefits. The next category is Travel and that is travel out of the service area, like if Patty goes to a meeting in Great Falls or Ashley going to Washington DC next month. The category of Equipment does not have any money in it for the upcoming grant as no equipment is planned to be bought. The Supplies category incorporates all supplies from classroom supplies to office supplies to maintenance supplies to postage. Patty noted that the Supplies category might seem pretty low for a program as big as ours but many classroom supplies and materials are purchased with the Montana Striving Readers Project Grant money and the Montana Preschool Development Grant money. The Contractual category is where the contract with the City of Helena is located. This contract provides the bus driver, fuel and bus maintenance to operate our one Head Start bus in East Helena. The category called Construction has no money in it either as the program is not planning on any construction in the next grant year. The next biggest category is called Other and it houses items such as rent and utilities, phones and network fees, building and child liability insurance, meals, parent services, and local travel. The Other category spreadsheet was projected and Patty noted that many of the line items remained the same as last year. For instance, there is not an anticipated increase in build and child liability but there is in Nutrition Services (meals). Money to Parent Services increased as did money to Security (possibility of yearly FBI fingerprint background checks coming through child care licensing). Patty showed the columns of funds that also support the Other category besides the federal Head Start money. Those categories are Child Care reimbursement, USDA reimbursement, STARS incentives and the United Way grant and all these funds go into the Head Start grant account. Then there is a category call Indirect Charges of IDC. Rocky's IDC rate is 13% and it is the cost of doing business with the organization and covers such things as Patty's supervision, Human Resources, accounts payable, and budget analyst. Patty said that the official letter about the IDC rate is required to be uploaded into HSES as a supporting document. Patty asked for discussion on the Program Operations grant and answered questions that came up. She then had Ashley return to the SF424A and she went over the Training and Technical Assistance (T/TA) column. She said that T/TA funds cannot be used for wages but can be used for education classes, courses, consultants for training, mileage to classes or training, etc., for families as well as staff and all of this falls under the Other category in the T/TA column. She noted that any training items noted in the Program Goals and the T/TA Plan will have a cost that will come out of this Other category of the T/TA budget. Patty reminded us that T/TA funds cannot be used to support regular program operations but regular program funds can support T/TA. Ashley then projected the RMDC Head Start Training and Technical Assistance Plan we got last week and went over it in detail and said again that the T/TA Plan relates to what is required for staff to take, such as CPR/First Aid and to what our Program Goals are asking to be done. She projected the one-page budget breakdown for the T/TA grant and related it back to the Plan. There was discussion about the T/TA grant and questions which Ashley answered. Patty then asked Ashley to project the proposed Non-Federal Share Justification which is how the program anticipates meeting the \$503,348. She explained that the value of non-federal share is taken from the Non-Federal Share Valuation which Ashley also projected. An example of valuation she went over was donated space and she talked about having a certified, licensed appraiser value the Head Start space at the Ray Bjork site and the Eastgate site last spring. And in order for the program to be able to use donated space to meet the non-federal share it must use the value determined by the appraisal. Another example of non-federal share value was the volunteer Classroom Assistant and this figure is determined by the rate of pay of a first year teacher assistant with full fringe benefits. **Lanessa Littrell moved to approve the 2016-17 Continuation Grant including the Training and Technical Assistance Grant and to move the PC decision on to the Board for their decision. Janel Walks seconded. The vote was unanimous.**

Second Head Start Seat on the RMDC, Inc. Board of Directors: Lanessa Littrell reported that Nicole Jones can no longer fill the second Board seat position due to her work schedule and asked if anyone was interested in

the position. It does require availability the last Thursday of the month which is when the Board meets and the time is from 3:30 – 5:00 or so. Janel Walks expressed interest in filling the position and no one else expressed interest. **Lanessa asked for PC approval of Janel Walks being the second Board seat representing Head Start and the vote was unanimous.**

Parent Fundraiser: Lanessa Littrell talked about finding free space for the Fundraiser and carnival but the available date was March 5, 2016 rather than the previously approved date of February 28th. Lanessa Littrell asked PC for a date change of the Fundraiser and carnival to be for March 5, 2016. **Maria Hall moved to approve changing the date of the Fundraiser and carnival to March 5, 2016. Sarah Halvorson seconded. The vote was unanimous.**

Tonight's Meeting Evaluation:

Pluses: Good discussion, efficient, good food, presentation was understandable, PC done on time

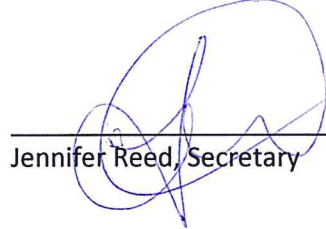
Wishes: more federal money in the grant

Next Meeting: Thursday, February 18th.

Adjournment: Lanessa Littrell moved to adjourn the meeting at 6:50 p.m. Maria Hall seconded. The vote was unanimous.



Lanessa Littrell, Chairperson



Jennifer Reed, Secretary