

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Hinson

Vice Chair
Nikki Matoon

Secretary
Lia Dyer

Treasurer
Maria Hall

Policy Council Meeting Minutes January 22, 2015

Facilitator: Lanessa Hinson

Time Keeper:

Scribe: Amanda Peterson

The meeting began at 5:35 p.m. In Nikki Matoon's absence, Lanessa Hinson took roll. Policy Council Members Present: Maria Hall, Jason Pettit, Lanessa Hinson, Eric Romero, Amanda Robinson, Amanda Peterson, Keith Meyer, Angela Lunda, and Mary Ebert.

PC Members Excused: None

PC Members Unexcused: Beth Watson, Lindsey Olds, Tiffany Stein, Lia Dyer, and Nikki Matoon. Lindsey Olds was terminated at roll call due to 3rd unexcused absence.

Seven members are needed for a quorum and 9 are in attendance, therefore a quorum is established.

Guests: Head Start staff: Patty Dahl, Ashley Peña, Jaymie Sheldahl, and Claudia Morrison. Lanessa Hinson welcomed RMDC, Inc. Board Members: Bob Mullen, Debbie Havens, Susan Geise, Brian Johnson, Sheilah Mevis, Roberta Spengler, Joan Anderson, and Rebecca Blend, and Helen Fandrich and RMDC Inc. Staff: Julie Serstad, Bobbie Ecklund, and Gale Anderson.

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

January 15, 2015 Policy Council minutes: Maria Hall moved to approve the January 15, 2015 Policy Council minutes as written. Jason Pettit seconded. The vote was unanimous.

Head Start Presentation: Patty Dahl started the presentation and noted that January's program presentation to the Board is generally Head Start and while this is a Policy Council meeting, the RMDC Board will continue their meeting from this afternoon in regards to the Head Start continuation grant and the 2014-15 Self-Assessment Plan.

Patty gave historical background of Head Start. She provided Board members with a handout of the program's Philosophy, Vision Statement and Mission Statement and the section of the Head Start Act of 2007 about Powers and Functions of Head Start Agencies and went over "shared decision-making" again for both PC and Board. She talked about the Head Start Performance Standards and the number of regulations Head Start programs have. Ashley Peña provided a PowerPoint of a virtual tour of Head Start's different sites which Patty gave information on; she "introduced" the sites and staff through pictures in the PowerPoint, and gave everyone a "snapshot" of children in different activities in the classrooms.

Ashley Peña, Program Operations Manager, presented the Early Childhood Development and Health Services section of the program including information on staff qualifications, health requirements for children, screenings, the program's child assessment tool Teaching Strategies Gold, monitoring, and transitions to kindergarten. Claudia Morrison, Education Coordinator-Coach, talked about the program's main curriculum called *Creative Curriculum for Preschool, Edition 5*. She went over the materials and information that the teachers have to assist them with this curriculum. She discussed the program's library of books and materials (mostly purchased with the Striving Readers grant) for teachers to use in the classroom and noted the program

is working on having a resource library for teachers.

Jaymie Sheldahl, Family and Community Partnerships Manager, provided information on what Family Advocates do to help children and families, how Head Start interacts with other community partners, and how important those partnerships are. She talked about the many resources Head Start has for families and how parents are their child's first and most important teacher.

Comments were that the presentation was very informative and great to hear.

Head Start 2015-16 Continuation Grant: Patty Dahl, Director, talked about the new 5-year grant process and how it differed from the previous grant process. She talked about how the program's four focus area's goals and objectives are reached through Advisory Teams which use the shared decision-making model. Patty first presented the Program Design and Management Goals and Objectives; she handed out the goals and objectives to both the Policy Council and Board members and went over them. She showed how the program is now required to give what the impacts will be if the goals are reached and how the impact will be measured and also how goals and objectives have a timeline (such as Year 1 Goal, Year 2 Objective, etc.) Ashley Peña, Program Operations Manager, handed out the Early Childhood Development and Health Services goals and objectives to PC and Board and went over them. Jaymie Sheldahl, Family and Community Partnerships Manager, handed out the FCP goals and objectives to PC and Board; she noted that the FCP Advisory Team added two new goals to the grant this year. Patty then talked about how the budget is then proposed based on past information and the program's focus areas goals and objectives. She directed the PC and Board to the draft SF424 that Ashley Peña was presenting on the screen that shows the estimated federal funding and the estimated non-federal funding. Patty described the proposed way in which the program's non-federal share would be gotten while Ashley showed the information on the screen. Patty then had Ashley call up the draft SF424A which shows the proposed breakdown of federal funding into separate "object class categories". She first discussed the Personnel Category which Ashley presented on the screen; she went over the Personnel category which is the staff's wages and then went over the next budget category called Fringe and talked about how fringe was determined and about RMDC's fringe benefit package. The next object class category is Travel; Patty explained that this category is for travel outside the program's service area of Lewis & Clark, Broadwater, and Jefferson Counties. The next category is Equipment which has no proposed funding in it because at this time the program does not anticipate buying any equipment such as a bus. Supplies is the next category on the SF424A; Patty had Ashley call up the Supplies Category worksheet and talked about what was meant by supplies, that it was not just classroom supplies, but office supplies, postage, copies, etc. The Contractual Category is where the program's contract with the City of Helena for busing our East Helena children is. The Construction Category which follows does not have any money in it as no construction is anticipated in the next grant year. The last Object Class Category is Other. Patty had Ashley call up the Other Category on the screen. She explained all the different items that are included in the Other Category and that this category is where other funding besides Federal Funding is shown...such as USDA funds which help pay food costs, the Child Care funds and United Way grant that helps pay for rent costs, and the STARS incentive funds that help pay for liability insurances, staff development, and dues. All these budget categories add up to the line called Total Direct Charges. Patty then talked about the line called Indirect Charges which is the cost of using RMDC services such as Human Resources, fiscal budget analyst, her supervision, accounts payable, etc. The indirect cost rate at RMDC is 13.5% and all RMDC program pay this amount. The final total then in this column is the exact same amount RMDC Head Start was told by the Regional Office they could apply for in Program Operations. Ashley Peña then went over the next column which is the T/TA (Training and Technical Assistance) column. She said that the T/TA funds cannot be used to support anything in the Program Operations column, but Program Operations can help support T/TA. She went over the T/TA grant goals and objectives with the PC and Board and how the proposed T/TA budget supports the goals and objectives. Discussion on the budget brought up a question about long-distance costs and Eric Romero suggested a way to reduce those that Patty said the program would look into. **Eric Romero moved to approve the 2015-16 Continuation grant including the Training and Technical Assistance Grant. Maria Hall seconded. The vote**

was unanimous to approve and move to the RMDC, Inc. Board of Directors for a decision.

2014-15 Self-Assessment Plan: Patty Dahl handed out and went over a draft of the 2014-15 Self-Assessment Plan which includes the tool the program proposes to use. She indicated that at this time the program is proposing to use the Self-Assessment toolkit used for the past several years and supplement it with the Head Start Act of 2007 regulations. She noted however that the program has been trying to find a more current toolkit that perhaps includes the Head Start Act of 2007 and should that happen, the program would like to use an updated toolkit. Patty said that she has asked the Training and Technical support person in the Regional Office for assistance in finding an updated tool; she will let us know if a newer version is found. **Eric Romero moved to approve the 2014-15 Self-Assessment Plan including using the Self-Assessment Toolkit and the Head Start Act of 2007 as tools to do the Self-Assessment and the timeline. Maria Hall seconded. The vote was unanimous to approve and move PC's approval to the Board for their decision.**

Patty asked the Board in attendance if any of them would be interested in participating in the Self-Assessment as at the first part of the Board meeting earlier today, the February Board meeting was cancelled due to Leadership Training in Denver. Bob Mullen, Debbie Havens, Brian Johnson, Keith Meyer, and Helen Fandrich volunteered to participate. Patty said she will seek Policy Council members at our meeting in February to participate.

Tonight's Meeting Evaluation:

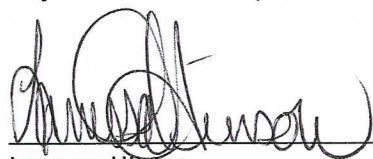
Pluses: Food, child care, having the Board at the meeting, the wonderful presentation, informative

Wishes: a little break in the middle would be good

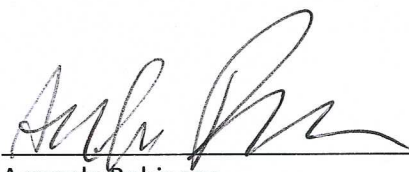
Public comment on items not on the agenda: Lanessa Hinson asked for any public comment on items not on the agenda; there was none.

Next Meeting: February 19, 2015

Adjournment: 7:13 p.m.



Lanessa Hinson
Chairperson



Amanda Robinson
Acting Secretary