

**September 23, 2008 PC Meeting Minutes**

<b>Date</b>	September 23, 2008
<b>Time</b>	Dinner & Meeting 6:30
<b>Location</b>	Dr Ulmer Conference Center, Coolidge AZ 85228
<b>14 PC Voting Members Present</b>	<b>Nicole</b> Kantowski (AJ, CB); <b>Shelly</b> Bliss (AJ, EHS); <b>Tracey</b> Anders (CAC-SP, CB); <b>Brian</b> Burn (CAC-SM, CB); <b>Lisa</b> Monreal (Cool, CB); <b>Brinitha</b> Harris (JOC, CB); <b>Denise</b> Granillo (JOC, HB); <b>Diana</b> Garcia (Mar, CB); <b>Sabrina</b> (Miami, CB); <b>April</b> Askew (Miami, EHS); <b>Janet</b> Cook (Payson, CB); <b>Veronica</b> Valenzuela (Stan, CB); <b>Gloria</b> Parra (Stan, HB); <b>Lucas</b> Sheehan (Community Rep Stanfield).
<b>PC Alternates Present</b>	Anthony Felix (Cool); Angel (Miami); Gary Cook (Payson);
<b>Staff Present</b>	Rhonda Clemans, Tami Hoover, Rosa Talamantes, Ann Tolman, Sandra Cutshall, Tina Moore, Katrina Relph-Mueller, & Susan Fender.
<b>Guests</b>	None

#	Agenda Item	Discussion	Motion
	Training	Katrina reviewed the PC Notebooks and provided orientation with the parents. Each parent and alternate received a notebook. All sections were reviewed.	none
*	Call to Order	The meeting was called to order at 7:21pm by Lucas Sheehan	Motion to call meeting to order Jessica, Winkelman & Brian, CAC SM- Motion carried.
1.	Seat New PC Members – Roll Call	New representatives in attendance this year – alternates also welcome to attend. Motion to seat new PC members that have been approved by the LPC and have the Introduction Form sent to Central Office by today. Role is based on sign on	Motion to seat new PC Members April Miami & Janet Payson – Motion carried.
2.	Acceptance of Agenda without Executive Session	None	Motion to accept agenda without Executive Session was called April, Miami & Bernita Harris, JO Combs – Motion carried.
3.	Approval of August 19, 2008 Meeting Minutes	None	Motion to approve the minutes was called April, Miami & Janet, Payson – Motion carried.
<b>4.</b>	<b>Action Items:</b>		
4a.	Select (5) Community Representatives	Katrina- Lucas Sheehan Lucas spoke about his experience with Head start and what he has to bring to the Policy Council. He stated that he understands the function of Head Start.	Motion to accept the selected Community Representatives - Janet, Payson & Brian CAC SM – Motion carried.
4b.	Monthly Financials	Rhonda Clemans- <ul style="list-style-type: none"> <li>a. Head Start – reviewed – how to read the financial statements. Higher cost for August due to training – In-kind explained. Federally funded we need to collect 20% of our annual budget – donations, volunteer time and so on.</li> <li>b. Early Head Start- reviewed – 12 month program so around 8% cost but over a little due to training.</li> <li>c. Approve 08-09 PC Budget – PC funds – used for meals, scholarships and etc...Susan explained scholarships. 2 parent and 2 children - \$500.00. Parents want to have 2 parents and 2 children same as last year. Included this in their motion.</li> </ul>	Motion to accept Monthly Financials Brian, CAC SM & April, Miami- Motion carried.

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4c.	Personnel Report	<p>Tina-Summary report of hires. Some reps have had experience with the weekly sheet of paper that is handed out regarding new hires. Example – The AJ KA. Voted members can sign and turn in. Tuesday or Wednesday it is sent out. Reps can approve or disapprove. Each form weighs a lot in the decision of hiring personnel. It is important to sign and give to SM. 10 seated members are needed to approve. Tina reviewed the form section by section.</p> <p>Personnel summary is being passed out. Tina reviewed – each column. On the back is where the chairperson can list comments. Kept in central office.</p>	<p>Motion to accept the Personnel Report – Bernita Harris, JOC &amp; Michelle, Eloy - Motion carried.</p>
4d.	Volunteer Procedure Revision	<p>Susan- Reviewed the new volunteer/visitor procedure. Volunteers are treated like staff persons. Visitors are parents who want to visit with their own child. Volunteers can work with all of the children. This is per licensing. Field trips – cannot work with other children. Agency will pay for fingerprinting. Community volunteers – process for them, student aids that come in, there are procedures for them as well. They have to have an application, fingerprinting and cannot be alone with the children. List of volunteers – is there ever a list of volunteers so other parents know who volunteers. Parents can see who has signed in on the volunteer sign in. Policy also reviews how it works with PEA, therapists and MH specialists from other agencies. Must pass the fingerprint card to come in for community service worker. In-kind is in this procedure too. Count time of parent as in kind.</p>	<p>Motion to accept the Volunteer Procedure Revision - Jessica, Winkeman &amp; Denise, Globe – Motion carried.</p>
4e.	Annual Report	<p>Susan- reviewed. Parents shared because of rough draft format. Reviewed with PC then it is going to the region 9 office as a rough and will come back for final approval. Susan reviewed. Explained that much of the report has been shared in orientation. Report is for 2007-2008. Names will be different and updated annually.</p> <p>Explained budget page – extra requirements needed. Program summary – explains Head Start EHS, CC and EIP. Summarized PHS by content and program services, family dynamics, and income levels etc...Enrollment numbers have to be reported in the annual report. ADA explanation. Parent involvement piece is explained. Review this with your site parents and see if there is any activity you would like to add, share this with your site manager to have this added. Transition activities, PHS to Public school. Health services required – annual report reviewed data collected and how we are doing. Outcome plans – Medical home reviewed – we have to be at 100%. Family disenrolls, and data not yet collected, some don't have a level of comfort to ask for assistance, or in such crisis not able to achieve this. BH, Nut, and DS is not required to report but something we really value.</p> <p>EHS same as PHS.</p> <p>EIP – Home base intervention services birth – 3 with documented disability. Child Care – Florence, CAC SM, and CAC SP summary</p> <p>Gila partnership – continuing grant. Network and collaboration and improve services to children in Gila County</p> <p>Fatherhood Initiative – Jonah BH Coordinator leads this area. He reported 444 fathers were</p>	<p>Motion to accept the Annual Report – Angel, Miami &amp; Leticia, Toltec – Motion carried.</p>

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		involved in activities last year. We include any male role model that wants to be involved in the child's life.  Monitoring or Auditing – Financial no findings – awesome! OHS monitoring – Federal Review. Interviewed Policy Council – Interviewed BOD, HV observation – our boxes of verification matched what was out at the site and the site staff said what we said and demonstrated the procedures.	
4f.	AHSA Mental Health Conference	Katrina- typing – Susan presented. Reviewed the 2 <sup>nd</sup> annual MH conference, gave times and locations. We can send parents. Each person will have to drive unless someone from the site is attending, then you can carpool to the conference and back. One full day or two full days. Jenny from Mammoth, April Miami, Kathryn from Mammoth, both days, Shelly AJ Friday only, Nicole AJ both days, Brian Burns both days CAC SM Angel and Sabrina Miami both days,	Motion to accept AHSA Mental Health Conference Lisa, Coolidge & Janet Payson – Motion carried.
4g.	Arizona Head Start Association Representative	Susan – November is the next one. Explained the committees. 2 reps – teleconference calls, break into sessions, free lunch, agency pays for you to spend the night, you attend the board meeting. Alternates can attend as well. Lucas Sheehan – community rep. Anthony Felix Coolidge – both days.	Motion to accept the Arizona Head Start Association Representative – Tracy, CACSP & Lisa, Coolidge Motion carried.
4h.	Federal Review Corrective Action Report	Susan – explained that there are 2000 HSPS – and there was only 1 finding during our OHS Monitoring Review. There can only be 20 children in the classroom and at the CAC SP there were a few times that there were 24 children in the classroom. The plan is to use parent area foyer as an overflow classroom for the children who are transitioning in or out of the program. This is typically at lunch time, so the transitioning children move to that area.  Outcome plan has addressed the issue. CAC SP rep's children leave earlier and she stated that her children are very happy with how it is working. They eat in the smaller classroom and do not appear isolated from the other children.  Parent from Coolidge asked about child ratios and did we ever have a problem with this. We have enough staff and ratio was never in question, it was just the number of children in a classroom.	Motion to accept the Federal Review Corrective Action Report Jessica, Winkelman & Tracy, CAC SP – Motion carried.
<b>5.</b>	<b>Discussion &amp; Monitoring Items</b>		
5a.	EHS & PHS PIR findings & improvement plan	Susan- reviewed briefly.	N/A
5b.	OHS – Region IX – 8/26/08 approval letter	Susan- reviewed	N/A
5c.	August Child Injury Report	Susan-reviewed	N/A
5d.	Teacher CDA & Degree	Susan – reviewed PHS and EHS. We are looking really good. Back of page is for AT. Got	N/A

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	Report	additional training money.	
5e.	Introduce National Parent Conference	Susan – 2 reps, next month will select, pay for flight, pay for registrations, per diem, mileage etc...	N/A
5f.	Introduce HS/EHS Parent “Back to School” Computer Program	Katrina and Susan explained the program.	N/A
5g.	August Average Daily Attendance Report	Susan – reviewed ADA. Fully enrolled and had great ADA for August. EHS moving along.	N/A
5h.	August Meal Report	Susan- 1500 meals served	N/A
5i.	Quarterly Reports (Planning, goals, Self-Assessment)	Susan- Reviewed – gave homework to review further	N/A
5j.	August Board Meeting Minutes	Susan – Reviewed – gave homework to review further	N/A
5k.	Program Services Board Report	Susan – reviewed – gave home work to review further	N/A
5.	Adjournment	Next Meeting: October 21, 2008, Dr. Ulmer Conference Center	Motion for adjournment was called at 9:00p.m. Brian CAC SM and Jessica wink – Motion carried.

Secretary Signature \_\_\_\_\_

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Date