

# Policy Council Minutes

11.07.2019

**Voting Members Present:** Katie Musgrove, Lindsey Sellers, Chelsea Luffman, Kim Dykes, John Lobato, Vicki Gieber, Keri Kavouras, Sherri Lafollette, Pamela Rontti, Maria Alonso

**Non-Voting Present:** Linda Lorette, Casy Ziegler, Lesa Larson, Shanna Rector, Alaina Ryan, Jim Fletcher, Natasha Busch

**Call to Order** – Natasha Busch called the meeting to order at 5:00 p.m.

**Changes & Additions to the Agenda:** There were no changes to the Agenda. Keri Kavouras motioned to approve the agenda as presented. Vickie Gieber seconded the motion. The motion passed.

**Approval of Consent Agenda Items:** Vicki Gieber motioned to approve the Consent Agenda Items as presented. Kim Dykes seconded the motion and the motion carried.

## **Training:**

Casy Ziegler explained ERSEA is the abbreviation for Eligibility, Recruitment, Selection, Enrollment and Attendance. All Heartland applicants receive an interview and their application is reviewed by the intake specialist, the program coordinator and the data entry specialist.

1. Interview Requirement: Interviews must be conducted in-person if possible. Salina interviews are always made in person. Outlying sites interviews are occasionally completed over the phone. Exceptions may be established to allow intake interviews to be done over the phone. For example: family lives in a different county and travel to meet in-person is not practical.
2. Verify eligibility information. We keep copies of records on file.
  - a. Family size and income are used to determine eligibility for EHS and Head Start programs. Not all social service agencies determine this in the same way.
  - b. Staff must create an eligibility determination record for each participant.
    - i. Copies of documents used to verify eligibility
    - ii. Statement that program staff has made reasonable efforts to verify information
    - iii. Statement that identifies eligibility determination e.g. income or categorical eligibility.
  - c. Age eligibility requirements
    - i. EHS – child must be an infant or a toddler younger than 3 years old. A pregnant woman may be any age.
    - ii. Head Start – a child must be at least 3 years old; or turn 3 by the date used to determine eligibility in the public school system; and not be older than compulsory school age.
  - d. Income eligibility requirements
    - i. A pregnant woman or child is eligible if the family's income is equal to or below the poverty line; or, the family is eligible for public assistance.
3. Public assistance means the family is receiving TANF or SSI.
4. Programs may fill up to 10% of their enrollment with over-income families. Heartland's over-income families are mostly in outlying sites where less income eligible families are located. A program may enroll an additional 35%, if the program implements outreach and enrollment policies and procedures to ensure it's meeting the needs of eligible pregnant women and children; and establishes criteria that ensures eligible pregnant women and children are served first. If a program chooses to enroll an additional 35% of participants, it must be able to report

reasons and data for the enrollment.

Verifying income

- a. W2 forms, pay stubs, or pay envelopes are used to verify income. Staff must use all family income for the relevant time period; state the family income for the relevant time period; and, state whether the pregnant woman or child qualifies as low-income.
  - b. No income to report – Staff may accept a written declaration to that effect, if staff describes efforts made to verify income; and explains how the family’s income was calculated; or seeks information from third parties, if the family consents.
5. Categorical eligibility requirements
- a. A family is categorically eligible, if the child is homeless; or the child is in foster care.
  - b. A family can present one of the these to prove eligibility;
    - i. Court order
    - ii. Other legal document or government issued document;
    - iii. Written statement from official or homeless provider, school personnel; or any other document.
  - c. To verify homelessness, a family may declare that it is homeless, if staff, in a written statement describes efforts made to verify the child is homeless; and describes the child’s living situation and the specific condition under the homeless definition.
6. Eligibility duration
- a. Early Head Start: If a child is eligible and is participating in an EHS program, he or she will remain eligible until they are 3 or transition into Head Start.
  - b. Head Start: If a child is eligible and is participating in a program, he or she will remain eligible through the end of the succeeding program year.
7. ERSEA training requirements – ERSEA training must:
- a. Include methods on how to collect information, incorporate strategies, and explain program policies and procedures.
  - b. Training must be conducted within 90 days of hire for new management and intake staff. The Governing Body and Policy Council must receive training within 180 days of a new term.
8. Policies and Procedures: A program must establish policies and procedures that include actions taken against staff who intentionally enroll ineligible families.
- a. When it is determined that a parent has purposely provided false information during the intake process, the participant and any enrolled family members will be exited from the program and the vacancy(ies) filled within 30 days.
  - b. A staff person will be immediately suspended from their position if it is suspected that they knowingly accepted false information, intentionally omitted income, or purposely miscalculated income or family size. If it is determined that there was misconduct, it could be considered fraud and may result in disciplinary action up to and including termination.

Easy answered parent questions regarding ERSEA.

**Old Business:**

**Policy Council Committees:** Policy Council members were given another opportunity to sign up for Human Resources, Family Engagement, Grant and Budget, Health Service Advisory, Marketing, and School Readiness Committees.

**KHSA APM Meeting:** October 9<sup>th</sup> – Lesa Larson attended the KHSA APM Meeting, along with Policy Council member, David Powell. There was significant discussion regarding funding and the political climate. Jim Moran is a key player for Head Start funding. We have sent invitations to him or a staffer to visit Heartland and have not received a response yet. There was discussion regarding new background check requirements for Head Start programs. This year, the new requirement will not be enforced (for programs

under federal review) due to logistical issues with agencies providing the background check services. Also, any Head Start program who remains under-enrolled four months in a row will be put on a 12-month action plan.

**Director Update:**

Heartland hosted a Teddy Bear tour today to provide community members with an opportunity to understand our program and the services we provide. A representative from the Chamber of Commerce, Greater Salina Community Foundation, the Salina Symphony, USD 305 School Board and the City of Salina were able to tour classrooms and ask questions about Heartland. We had six people attend the tour today.

Our Food Insecurities Project is serving 46 families this year. Families are referred by teachers and home visitors. Parents are contacted to approve the food bags prior to their disbursement.

Lindsey Sellers is our newest Policy Council member representing Parents As Teachers.

**New Business:**

**Kansas Early Head Start Child Care Partner and Home Visitor Discussion**

Linda Lorette reported these grants are normally due at the end of March or the beginning of April. This year, we received notification that the grant applications are due December 11<sup>th</sup>. We are making a plan to present our grant to the Policy Council and the Board of Education in December to make sure our grant is submitted by the due date. Linda will meet with the Executive Committee, who is also part of the Budget Committee in November to discuss the budget for the grant. A budget will be completed and the two grants will be presented at the December 5<sup>th</sup> Policy Council. It will be presented to the Board of Education on December 10<sup>th</sup> and will be submitted electronically on December 11<sup>th</sup> pending approval.

The state grant does not pay for itself. We're hoping this is an opportunity to request additional grant funding to cover last year's and 2020-21 labor cost increases.

**Five-Year Goal Progress:**

Lesa Larson explained we are in year five of our five-year goals. In January, the Policy Council will discuss new goals and provide input for the next Five-Year Grant Period. Lesa discussed the five-year goals' progress for each component and answered questions from Policy Council members.

Information Memorandum 19-04: Accounting Simplification for Head Start and Early Head Start Operations and Services. Head Start is simplifying the grant process by combining the two Head Start and Early Head Start grants into one grant for accounting purposes.

Information Memorandum 19-03: Head Start and EHS Eligibility for Children in Kinship Care

Casy Ziegler explained that when children are in kinship care with a family member, the child can become eligible for Head Start or Early Head Start. If family members are legal guardians, Head Start must use the family member's income to qualify a child for services.

**0-3 & 3-5 Outcome Reports:**

Casy Ziegler provided outcome reports to the Policy Council. Data presented shows children who have received Early Childhood Education services prior to preschool have higher outcomes than children who did not. The reports presented are baseline reports. On page 26 (3 year olds), Head Start children are sectioned by PDSY, SDSY and FDFY. PDSY student outcomes are lower than outcomes for SDSY and FDFY students. When we are writing our grants and looking at the program options we want to invest in, these reports help us create options that provide the best outcomes for children.

Extra Handout – Social/Emotional Domains Outcome Reports - the report looks at 4 year-olds who were not in Head Start last year and the 4 year-olds who attended last year. Data shows returning Head Start children have significantly higher outcomes than students who have not attended Head Start.

#### **In-Kind Report:**

Linda Loretta provided a copy of Heartland's In-Kind Parent Flyer asking parents to document volunteer time and donations. Heartland must raise 25% of grant funding as In-Kind, which amounts to close to One Million Dollars each year. Linda provided a summary of In-Kind funding received from July 2017 to June 2019 and explained where our In-Kind funding comes from. We encourage each family to volunteer and document two hours of In Kind services per child for each month they receive services. It is a way for parents to give back to their Head Start program.

#### **Parent Reports:**

**Natasha Busch** reported during her Parent/Teacher conference for her twins, the teacher reported one of her daughters is writing her name.

**Katie Musgrove** reported during her Parent/Teacher Conferences her child's teacher said she could tell they read to their children at home. They are reading 45 minutes each night. The teacher said children can point out letters quicker when they are read to at home.

**Chelsea Luffman** reported her 4 year-old is in his 2<sup>nd</sup> year at Head Start. He received a good report at Parent/Teacher conferences. He is writing his name, knows his colors and the letters of the alphabet. He wants homework every night like his sister. His social/emotional skills have improved. They are having trouble coming up with a new goal because he's doing so well and has met all his goals so far.

**Kim Dykes** reported Cooper attended a year in EHS and rolled over to Head Start. This is his 2<sup>nd</sup> year. Jocelyn reported he is noticing more emotional cues. At centers, he is offering his spot to people who are upset. One of the areas he needs to work on is being a follower. Jocelyn is having family connections activities like Ms. Callie did last year.

**Pam Rontti** reported Chloe did well emotionally with other students and is picking up on cues. Her teacher could tell she had been in a program. Sophia has blossomed and is doing well. She can see a difference in the first years of school with the children who did not attend Head Start previously.

#### **Community Member Report:**

**Shanna Rector** hosted a visioning meeting with Heartland staff and district personnel regarding early childhood. There was a lot of brainstorming and discussion around what is already happening in USD 305 and what the future might look like for 0-5/kindergarten children and their families. Future meetings are being scheduled to continue this important discussion and eventually identify long-range goals.

**John Lobato** attended an Early Childhood meeting with several elected officials. They discussed what the financial investment in early childhood education would save tax payers later. They did a nice job compelling government officials to put the money up front to keep from needing to spend more money later. Senators were in attendance. Randall Hardy invited CKMHC to attend the conference with him.

Pamela Rontti motioned to adjourn the meeting at 6:11 p.m. Keri Karvouras seconded the motion. The meeting adjourned.

The next meeting is scheduled for December 5, 2019.

Respectfully submitted by Alaina Ryan, Administrative Assistant