

# HS Advisory Committee Meeting Minutes

July 7, 2015 @ Puget Sound ESD

1:30-2:30pm

**Present:** Lori Pittman, Joanne Seng, Grace Ssebugwawo

**Absent:** Claire Wilson, Maria Cruz, Jill Johnson

## Executive Summary Review – Shared Governance

### A. Early Learning Personnel Actions

- Reviewed Personnel Actions presented at Policy Council June 9, 2015.

This item was reviewed and approved as a whole by the HS Advisory Committee on July 7, 2015 and recommend full Board Approval

### B. Early Learning Program Reports

- Finance Reports
  - Head Start
    - No questions
  - Early Head Start
    - No questions
  - Expansion grant 187
    - No questions
  - ECEAP
    - There are a few centers that have not turned in expenses for March. The fiscal staff will follow-up on these.
  - EHS-CC Partnership
    - This is a new grant so there have been very few expenditures
- Expended by grants report –
  - No questions
- Procurement Card Report
  - There is a charge for \$10,000 to EHS-CC Partnership grant for travel. This was a training that 2 ESD staff and leadership from 5 centers attended in San Francisco that Region X encouraged all grantees and their sub-contractors to attend.
- Attendance

Q: What are some of the issues for low attendance?  
A: Illness or family circumstances.

  - ECEAP
    - Attendance is doing well
  - Head Start/Early Head Start
    - No questions
- Enrollment
  - ECEAP
    - United Indians of All Tribes is brand new and they are working on gaining trust in the community

- Head Start/Early Head Start
  - Auburn Pioneer has 4 slots over 30 days.
- Joanne asked about looking at trends that happen consistently
- Lori will talk with Nathalie Jones about this. Maybe there is a quarterly report that would show this.
- Those trends are what the data team staff look at on a regular basis.

These items were reviewed and approved as a whole by the Head Start Advisory Committee on July 7, 2015 and recommend full Board Approval

### C. Early Learning Program Policies

- Personnel Management Policy
  - a. This policy is updated in support of the new final eligibility rule that came out in March 2015
- Self-Assessment Policy
  - a. This policy came out of a finding we received

These items were reviewed and approved as a whole by the Head Start Advisory Committee on July 7, 2015 and recommend full Board Approval

### D. Early Learning Program Governance

- **ERSEA training**
  - Lori reviewed the *What is ERSEA* PowerPoint
  - Lori reviewed the link to the *OHS ERSEA Management System Resource* webpage
  - Lori reviewed the *OHS Eligibility Final Rule* webinar PowerPoint
    - Lori suggested that Joanne review the OHS webinar that go along with the PPT. Lori will send the link to Joanne.
  - Lori reviewed the *Head Start Eligibility Final Rule* training PowerPoint, that was previously shown at Policy Council
  - There were items in the HS Act of 2007 that are just now being implemented through the final eligibility rule that came out in March
  - ESD has been implementing many of these items already and will not need to make many changes
  - ERSEA training will be held at the ESD Board retreat Aug 7-8, 2015
    - Joanne suggested that when planning be thoughtful of ways to engage and encourage deep participation.

### E. Program Updates

- Re-competition
  - Update will be shared at the Board retreat Aug 7-8, 2015
  - The re-competition process requires that a community meeting be held to get input
  - The ESD had a community meeting on June 27, 2015
  - A survey was sent out to all who received an invitation to the June 27 meeting and results will be shared at the September Policy Council meeting
  - Another Community meeting will be held in September 2015
  - Designated Renewal System (DRS) has changed the timeline for submission of the recompetition grant from -Sept to Oct. We are unclear how this changes our current funding which will end in June.

- This process will allow the ESD to make changes to the program that might not have been possible otherwise
- BERK Consulting partnering with PSESD in the writing of the re-competition proposal
- Continuation grants for 0104 and 0187
  - Updates will be given at the July 21 Policy Council meeting
  - Both grants are due by July 31, 2015
  - Vickie Asakura, the Board Chair, has provided a letter to go with the continuation grant that states that the application will be reviewed at the Aug 8 Board meeting and will be approved at the Sept 23 Board meeting\*
    - \* Joanne Seng and Grace Ssebugwawo were present at the July 21 Policy Council meeting and gave approval of Head Start/Early Head Start Continuation grants 104 & 187 and recommend full Board approval. Maria Cruz, Jill Johnson are both on vacation

**F. Policy Council**

- Full PowerPoint is included for Board members that may want all the information vs an overview

**G. Correspondence**

- No correspondence presented at June 9, 2015 Policy Council meeting

**H. Other Topics/Discussions**

- Tentative meeting dates Sept-Nov
  - Sept 3, 1-2:30pm, Hemlock room
  - Oct 6, 1:30-2:30, Cayuse room
  - Nov 3, 1:30-2:30, Cayuse room