

## HS Advisory Committee

Feb 8, 2016

1:30-2:30

Present: Lori Pittman, Joanne Seng, Jill Johnson, Carolyn Solitaire

Absent: Arianna Martinez, Claire Wilson

### A. Personnel Actions

- When there is an internal transfer it will show that there was no parent involved.

These items were reviewed and approved as a whole by the HS Advisory Committee on Feb 8, 2016 and recommend full Board approval.

### B. Program Reports

- **Fiscal**
  - **November Early Head Start**
    - USDA shows 777.66% used. This is not really a budget item. Lori has talked with Linda Donley to have this taken out of the fiscal report and to have a separate USDA report. We spend money and then bill USDA for it. This is why the percentages are odd.
    - WCCW is over-spent. We have used funds from non-federal and non-state resources, technically we are not over-spent and have funds for these expenses.
  - **November ECEAP**
    - Noticed that a lot of centers have not sent in their claims
    - Fiscal is sending emails out to prompt centers to send them in according to the 45 days as stated in their contract
  - **November Head Start**
    - This a year-end report however it is was not final when reported in November.
    - There are still outstanding claims
    - Are the outstanding claims a concern in compliance? No, the timeline for centers is so that PSESD will meet our required time line. Lori will talk with Linda about the new regulations around super circular and how that will affect delayed claims in the future.
  - **November Head Start Expansion (187 grant)**
    - It was pointed out that the 3 school districts are the ones with outstanding claims (Tukwila, Shoreline, Highline) Lori explained that school districts and other institutions often have comprehensive fiscal system that often take longer to process than other centers.

- **November In-Kind Report**
  - Waiver was requested to reduce the burden of the in-kind requirements and was granted for 2014-15
  - We will most likely need to apply for another waiver for 2015-16
  - Lori found out at the NHSA conference last week that many Head Start programs around the country are having to do the same
  - One example is that parent volunteerism dropped with TANF reform. Parents that spent time at the center are now required to participate in WorkFirst.
  - There is a chance that the threshold for in-kind will change in the future as part of Head Start Reauthorization as there are many programs asking for waivers
  - The last time HS was reauthorized was 2007. Senator Murray is currently interested in moving reauthorization forward.
  
- **Procurement Card Report**
  - No questions
  
- **Attendance**
  - ECEAP - November
    - Policy Council changed the attendance requirement to 90% average daily attendance at the classroom level
    - The number that ECEAP, Head Start and Early Head Start performance standards requires is 85%
  
  - Head Start/EHS
    - Franklin Pierce was low due to the late move to their new building
    - If sites are above 100% it is because they are over enrolled
    - Mostly happens in full day, licensed child care centers. It could be because they are transitioning children and are overenrolled for a short period of time.
    - EHS-CCP centers were low because the program is brand new and they are still in start-up
  
- **Enrollment**
  - Head Start/EHS - November
    - The centers over 100% are over-enrolled
    - Cottesmore is still having staffing issues – there will be a new ESD Home Visitor hired so that we can serve more community families when WCCW is not able to fill all of their slots due to lack of inmates who meet the criteria

These items were reviewed and approved as a whole by the HS Advisory Committee on Feb 8, 2016 and recommend full Board approval.

### **C. Program Policies**

- No policies to approve

### **D. Program Governance**

- We received notification for another upcoming review for the 187 grant.
- We will be notified of specific dates 45 days prior
- Joanne and Jill will need to be fully prepared for interviews
- The reviewers will most likely want to talk with all members of the HS Advisory Committee either individually or as a group in addition to Policy Council
- During the review process there will definitely be interviews with Board members and it may be members other than Joanne or Jill so they all need to know the process and the questions that will be asked
- There is a specific protocol for Board member interviews
- We discussed how to ensure the Board is aware and has some support in preparing for the review. We discussed the Advisory Committee requesting for time on either the March or April Board agenda to present information on the review process
- Joanne mentioned that the March Board meeting will be brief because of the Art Show
- We discussed Joanne and Jill, on behalf of the Advisory Committee make a recommendation at the Feb Board meeting for time on the April agenda
- Lori would like to extend the March 1, Advisory Committee meeting for another hour to go over the process in detail for the Advisory Committee – all agreed.
- Greg, the new board member, will need to watch the Governance webinar so that he can get his certificate
  - <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/certification>
- Kristyl Riddle will be putting together notebooks for each Board member. It will include minutes from these meetings, Early Learning Executive Summaries, and other supports and evidence documents.

### **E. Program Updates**

- Lori posted the Advocacy Day poster – Feb 10 in Olympia
- Carolyn will share with the Board about Advocacy Day

### **F. Policy Council**

- PowerPoint presentation from January Policy Council

### **G. Correspondence**

- None

All agreed to change the March meeting to March 1, 1:30-3:30 to coincide with the PC Exec Board meeting that needed to be moved.