

## HS Advisory Committee

March 1, 2016

1:30-3:30

Present: Lori Pittman, Joanne Seng, Carolyn Solitaire

Absent: Arianna Martinez, Jill Johnson, Claire Wilson

### A. Personnel Actions

- All hires had a parent participate in the interview process.

These items were reviewed and approved as a whole by the HS Advisory Committee on March 1, 2016 and recommend full Board approval.

### B. Program Reports

- **Fiscal**
  - **December Early Head Start**
    - 2014/15 close-out budget is at 99.32%. The \$3,000 USDA budget is for excluded meals. The funds expended make the report confusing because of the reimbursement nature of the revenue.
    - A conversation was had about pulling USDA out of the budget report and into its own report. Lori will talk to Linda Donley about that.
  - **December EHS-CCP**
    - This budget is for 17 months. We've spent 24.79% so far overall.
  - **December ECEAP**
    - We've spent 30.58% so far overall. Peer Programs is slightly over-budget, but funds will be moved around to support the increased number of parents participating.
  - **December Head Start**
    - 2014/15 close-out budget is at 93.01%.
  - **December Head Start Expansion (187 grant)**
    - 2014/15 close-out budget is at 92.95%.
  - **January Procurement Card Report**
    - The procurement card purchasing process and report was reviewed.
- **Attendance**
  - **ECEAP - December**
    - The over- and under-90% attendance reports for ECEAP in December were reviewed. The funding standards are 85%, but the ESD requires 90%. If a classroom falls below 85%, they must submit a plan to ESD and someone from the ESD regional support team follows up.
  - **Head Start/EHS - December**
    - The over- and under-90% attendance reports for ECEAP in December were reviewed. The funding standards are 85%, but the ESD requires 90%. If a classroom falls below 85%, they must submit a plan to ESD and someone from the ESD regional support team follows up.
- **Enrollment**
  - **ECEAP - January**

- The vacancies under 30 days and vacancies over 30 days reports for ECEAP in January were reviewed. Sites have 30 days to fill a vacant slot so sites with vacancies under 30 days are within compliance.
  - **Head Start/EHS - January**
    - The vacancies under 30 days and vacancies over 30 days reports for HS/EHS in January were reviewed. Sites have 30 days to fill a vacant slot so sites with vacancies under 30 days are within compliance.
- **USDA**
  - The cumulative USDA meals served for September through November 2015 were reviewed.

These items were reviewed and approved as a whole by the HS Advisory Committee on March 1, 2016 and recommend full Board approval.

#### **C. Program Policies**

- No policies to approve

#### **D. Program Governance**

- We are anticipating the 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 and the Board
- 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
- The review information will be presented at the April ESD Board meeting with a training.
- 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**

- The program has started Opportunity Gap training at Policy Council.
- The program is sending 2 Policy Council parents to the White Privilege Conference in April, along with 30+ staff members.

#### **F. Policy Council**

- PowerPoint presentation from February Policy Council

#### **G. Correspondence**

- Notice of Award 10HP0007-01-02