

HS Advisory Committee

April 5, 2016

1:30-2:45

Present: Claire Wilson, Joanne Seng, Carolyn Solitaire

Absent: Arianna Martinez, Jill Johnson, Lori Pittman

A. Personnel Actions

- All hires had a parent participate in the interview process except for the 1 internal transfer where a parent is not necessary

These items were reviewed and approved as a whole by the HS Advisory Committee on April 5, 2016 and recommend full Board approval.

B. Program Reports

- **Fiscal**
 - **January Early Head Start**
 - No questions
 - **January EHS-CCP**
 - It was noticed that TCC has not made any claims, will there be any follow-up with center?
 - **January ECEAP**
 - It was noticed that a few centers have not made claims since July 2015
 - Perhaps someone from fiscal can explain at next meeting
 - **January Head Start**
 - No questions
 - **January Head Start Expansion (187 grant)**
 - No questions
 - **January Procurement Card Report**
 - The procurement card purchasing process and report was reviewed.
 - No questions
 - **In-Kind**
 - Joanne stated that it was noticed at Policy Council meeting on the low percentage of participation from certain sites
 - Is there any follow-up on done with these sites?
 - Carolyn stated that during Policy Council meeting a form was presented about the collection of information from sites about in-kind
 - ECEAP does not have in-kind as a requirement but will be implementing in the future to align with Head Start/EHS requirements
- **Attendance**
 - **ECEAP - January**
 - No questions
 - **Head Start/EHS - January**
 - No questions

- **Enrollment**
 - **ECEAP - February**
 - No questions on vacancies
 - **Head Start/EHS - February**
 - No questions on vacancies

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C. Program Policies

- No policies to approve

D. Program Governance

- **ERSEA review of procedural changes**
 - Nicole Chu the ERSEA Systems Manager reviewed the recent changes that were made to the Early Learning ERSEA procedures (see documents listed in Executive Summary)
 - She stated that most were done for clarification
 - Category & Risk Factor Points Procedure was re-titled from Selection Points as site staff were getting confused on the process of pointing an application and selection of an application. This was a general clarification of the procedure.
 - Risk Factor Pointing – clarification of some of the risk factors and how they were pointed
 - A few were added as requested from the ERSEA committee including site staff
 - Some on the have points assigned however they need to be approved by Policy Council and the Board
 - Eligibility Verification Procedure – using researched based risk factors and risk factors that DEL uses. The procedure has been updated to provide additional clarity for center staff
 - Enrollment & Re-Enrollment Procedure – we have updated in order to provide stronger clarification on what fully enrolled is and enrollment goals from each center
 - Parent Interest Survey was re-titled Family Engagement Survey – is more user friendly, combines two forms and give more guidance to Family Support staff
 - Living Situation Survey – revised in order to ask additional or different questions that will assisting identifying and getting the family the help that they need
 - Annual Recruitment Plan Guidance – making it more clear and user friendly for staff, the plan is now more targeted and expectation on recruitment plans from centers

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- **Review for HS grant 187 on Leadership, Governance and Management System**
 - We are anticipating the notification for another upcoming review for the 187 grant – LGMS Review
 - As Lori was not present at meeting and there was confusion on Claire’s part if the training of the ESD Board Members was an item on the April ESD Board Agenda
 - Joanne seemed to think that it was already an item, Claire was not certain
 - Claire was sending an email to Kay Lancaster and Lori Pittman asking for clarification on if the training was already placed on the April Board agenda by John Welch

E. Program Updates

- Policy Council has requested additional Race and Equity Trainings
- Currently planning for up to 3 additional trainings

F. Policy Council

- PowerPoint presentation from March Policy Council

G. Correspondence

- Notice of Award 10CH0187-04-01
 - Documents our next draw down on current HS 187 grant
- Continuation Application Letter for EHS-CCP grant
 - We are required to apply for the continuation of the current EHS-CCP for Sept 1, 2016 thru Aug 31, 2017
 - The Early Learning shared governance advisory committee and Policy Council will be involved in application process
 - Final application will be approved by Policy Council and the ESD Board