


Community Action Partnership of North Alabama, Inc.
Policy Council Meeting
December 10, 2020 at 10:00 a.m.
Central Office – Conference Room A


Policy Council Chair

MINUTES

Deborah Cottingham stated that a quorum had been established. The official sign in sheet is on file in Deborah's office.

Kim Dodd, Director is unable to attend the meeting today, but will be at the next meeting.

New Business

1. Elect Policy Council Member to serve on the Board of Directors

- Deborah shared that the member Brittany that volunteered and was elected at the October meeting is now able to serve again. Deborah reminded that she briefly was unable to fulfill her duties as the Board Rep from the PC. Deborah reminded that this is part of the shared-governance piece and the volunteer must be from Morgan, Lawrence and Cullman Counties due to how the Board of Directors is set-up.
- Deborah asked if there were any questions and there were none. Jala, PC Vice-Chair, called for a motion to reapprove the Board Representative and Cynthia Limestone County Rep seconded. Members voted; motion carried.

2. Approve/Disapprove Minutes from 11-19-20

- Shelley, Chair asked members if there were any questions, comments or corrections to the 11-19-20 minutes that had been mailed to them. There were no questions. Stephanie, DeKalb Co Rep, called for a motion to approve the minutes and Jala, Vice-Chair seconded. Shelley, Chair restated the motion on the floor and called for a voted. Members voted; motion carried.

3. Review/Approve/Disapprove the HR Information

- Alicia, HR Director shared that only one of the committee members was able to attend today. Jala shared the HR information that was on the handout provided is on the tables for review. Jala reviewed the proposed hires and asked if there were any questions. There were not any questions.
- Cynthia, Limestone CO Representative, called for a motion to approve the list of staff changes (hires, terminations, retirees) and Farrah, Marion Co Representative, seconded. Shelley, Chair restated the motion on the floor and called for a voted. Members voted; motion carried.

4. ERSEA Training and Review/Approve the 2021-22 ERSEA Selection Criteria and Policies

- Ambra Johnson from the ERSEA team asked members to turn to their handouts that are on the tables or that Deborah emailed to the members on the call. Ambra shared that the committee members were unable to meet this morning due to the members availability.
- Ambra reviewed priority points and shared that the government gives criteria that we have to follow for the selection process. All members were given the opportunity to ask questions. There were not any questions in regards to the eligibility points in the selection criteria.
- The following ERSEA policies for both the Pre-school and Infant/toddler were reviewed: Eligibility, Enrollment, Enrollment Transition, Over Income, Recruitment, Selection, Acceptance Process, Selection Criteria. Members were giving the opportunity to ask questions.
- When the children are selected the staff are contacted to get in touch with the families. The staff are given a timeframe that they must contact the child's families. Staff document correspondence with families in ChildPlus data for records. Staff are required to review policies and become familiar with them. Farrah asked if her child would have to reapply next year that is three. Any child that is currently enrolled that is three years old will be eligible for services next school year and will not have to reapply. There were no more questions.
- Jala, Vice-Chair motioned for the 2021-22 ERSEA Selection Criteria and Policies to be approved and Farrah, Marion County Rep seconded the motion. Members voted; motion carried.

5. Budget & Credit Card Review

- Lorrie, CFO was unable to attend the meeting today. The budget information that Lorrie shared with Deborah was sent to Paul earlier this week for his review. Paul shared the budget information asked members to look at the handouts on the table and look at the top of the handouts will show what date the budget goes through and the start. All budget and credit card information were reviewed. Members were asked if there were questions to ask.
- Paul noted that we have COVID funds on this report that the HS/EHS is receiving.
- Paul reminded that it is more expensive to run an Early Head Start vs a Head Start.
- Paul stated that he did not see any line items that look out of balance or jump out at him.
- It is a HS requirement that we review and share the credit card reports with Board members and PC members. This credit card report is for the entire agency and this shows a breakdown of the allocations.

6. Approve the Purchase of EHS Playground Equipment for Moulton

- It was reminded that any equipment over \$5,000.00 requires the Board and PC to approve. The new playground equipment for the EHS playground will cost approximately \$37,518.39. Members were given the opportunity to ask questions and there were none.
- Cynthia, Limestone County Rep called for a motion to approve the playground equipment for the EHS playground at Moulton and Jala, Vice-Chair seconded. Members voted; motion carried.

7. Approve the Purchase of EHS Playground Equipment for EHS Lauderdale ELC

- We need approval for the EHS playground for the Lauderdale Early Learning Center (1410 Glory way, Florence) at our location that is under construction. This equipment will cost \$15,375.12.
- Jala, Vice-Chair made a motion to approve the purchase of the EHS playground equipment for Lauderdale ELC and Stephanie, DeKalb County Rep seconded. Members voted; motion carried.

8. Financial Audit Review

- It was reminded that Lorrie isn't in attendance and the following information was from her for the meeting. Jennifer Carroll, Assistant Director shared that the audit was completed and presented to our Board and Finance Committee in September 2020. This is 4 months later than our normal time-frame due to Covid-19. The Auditors went over the details with our board presenting a clean audit with no findings. This is something we do annually and members were asked if there were any questions. There were none.

9. Training and Review of the School Readiness Information

- Ashley Beasley introduced herself as the Education Manager and Katelyn Dodd as the Assistant Education Manager. Katelyn asked members to look at the handout that is being distributed. Katelyn introduced and shared that she has been in this role since March and before then she was a Pre-K teacher and a Center Director at Decatur City.
- School readiness goals and plans were reviewed in full. These plans meet out HS performance standards as well as requirements for the state. We look at the local schools' kindergartens and make sure that children are ready to start with the necessary tools needed for success.
- We will have a school readiness committee where parents of enrolled children will have input on the goals. Members were shared that we use creative curriculum and what all capabilities it has for the children and staff. This helps staff have hand on experiences with children.
- TSGold is another data system that helps capture and assess children's progress.
- We have three checkpoints with the baseline checkpoint is in October. This helps staff see where a child is and what teachers can do to help progress the child's development.
- Katelyn shared that we will be back in March to share the progress that we are making throughout the program with the different goals we have set for children.
- School readiness goals (SRG) were reviewed in detail with examples. SRG - Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition, Perceptual Motor and Physical Development, Family Engagement. It was reminded that families are a child's first teacher.
- Members were asked if there were any questions and there none.

10. Overview of the HS Program Governance Reference Book

- Jennifer shared that the Head Start Program Governance Reference book is on the tables. Head Start Act and Head Start Performance Standards. The Head Start Act is more about the law and performance standards are the laws broken down into steps on how programs can. The handout was reviewed in details. The governing body, conflict of interest and policy council portion was reviewed. It was reminded that a lot of the items that are approved by Policy Council are also approved by the Governing Body (Board). Examples – playground equipment, ERSEA selection criteria.

- Members were given an opportunity to ask questions.

11. Adjournment

- It was shared that we received an announcement sharing that we will have an FA2 review during the week of January 25th that will be conducted virtually. The new protocol has not been released at this time. We do know that Policy Council and Board members are typically involved. Paul and Shelley made a note of the dates of the FA2 review for their possibly involvement. Prior to COVID, this would have been a review where the review team would come onsite and to the HS/EHS classrooms.
- Shelley asked members if there was any questions or discussion before the meeting was adjourned and there none. The next meeting is February 2, 2021.
- Shelley asked members to remember to sign and leave the signed mileage forms with the mileage forms before they leave.
- The meeting was adjourned.

The meeting adjourned at 11:06 a.m. ~ Minutes transcribed on 12/10/20 by Deborah Cottingham

APPROVED ON: February 4, 2021