MAHS Advisory Committee Meeting Minutes  
February 13, 2018  
11:30 a.m. to 1 p.m.

In Attendance  
Rebecca Curtis  Susan Knittle  Alex Ellison  
Samantha Belcher  Molly Merrigan  Elena Ramsey

Grantee/Delegate Staff /Guest  
Liz Smith  Mitchell Walker  Mark Johnson  
Traci Garcia Castells  Jovanna Rohs

Absent  
Carolos Salazar  Kathy Fuger  Danisha Johnson.

Rebecca Curtis, Chair, called the meeting to order at 11:35 a.m.  A quorum was established.

Introductions/Information Sharing

- **Self-Assessment Overview:** Liz Smith announced that MAHS will be working with Tier 1 & 2 programs to develop their action plans for self-assessment. The assessment will focus on each program’s Scope of Work for the upcoming structure change, and what procedures need to be developed in preparation for the change. Tier 3 Programs will have their own self-assessment in the coming weeks.

- **Teacher Qualifications:** Liz presented teacher qualifications data. The data showed that 100% of Head Start teachers have or are working on qualifications, 96% of Head Start teacher assistants have or are working on qualifications, and for Early Head Start 87% of teachers have qualification or are working on qualifications.

- **Mental Health:** Liz presented data on mental health observations and referrals for the current year. The data showed that of the 350 children initially observed in the classroom, only 52 ended up needing a referral to outside professionals. Of those children referred, 36 are receiving services.
• **Portrait of a Healthy Child:** Liz presented health data that showed 2315 health goals were developed by families and 972 goals were met since the school year started.

• **Fifty-Percent Duration (ACH-PI-18-01):** Liz announced that the Office of Head Start (OHS) released a Program Instruction discussing the 2021 Head Start requirement for full day program duration. The memo focused on the requirement of programs changing from part-day to full day sessions. In the memo, OHS is removing the duration requirement that programs must attain 50% of funded enrollment as full day programming. OHS also stated they may remove the requirement completely prior to 2021. Liz commented there will be more information in the future.

• **Office of Head Start Review Report:** Liz reported that OHS sent an Overview of Findings and that the previously identified finding has been closed.

**Approval of Policy 9510 Transportation**
Liz reviewed Policy 9510. She commented that the purpose is for contractors with MAHS program to meet federal, state, and local requirements, as well as MAHS policy & procedure when providing transportation for children. In addition to meeting requirements, MAHS contractors must provide transportation assistance if transportation is not available.

Alex Ellison motioned to approve the MAHS 9510. Susan Knittle seconded the motion and the motion carried.

**Approval of Policy 8900**
Liz Smith presented the Standards of Conduct 8900. No questions or comments were made.

Alex Ellison motioned to approve the MAHS Policy 8900. Councilman Barnes seconded the motion and the motion carried.

**Approval of Minutes**
Committee members reviewed the January MAHS Advisory Committee meeting minutes. No corrections were made.

Elena Ramsey motioned to approve the January MAHS Advisory Committee meeting minutes. Alex Ellison seconded the motion and the motion carried.
Program Summary and Action Items

Program Summary-
Liz reviewed the Attendance, Enrollment, Childcare, and CACFP reports (see attached reports). For enrollment, Liz commented that Center School District continues to struggle with open slots and there were two slots past 30 days because of enrollment/sick issues at other sites; then, 4 EHS expansion slots were vacant longer than 30 days. MAHS grantee staff and KCPS will meet with Central officials to develop a plan of action for these slots. For attendance, Liz commented that attendance is down due to illness and weather. MAHS is making progress toward the 10% goal for enrollment of children with an IEP/IFSP. This goal is due by the end of February.

Attendance, enrollment, childcare subsidy and CAFP Reports
Elena Ramsey motioned to approve the January Attendance, enrollment, childcare subsidy and February CAFP Reports. Alex Ellison seconded the motion and the motion carried.

Financial statements and credit card expenditures
Mark Johnson presented the Program Year 4 (Final Month Ending-October 2017), Program Year 5 (Final Month Ending-December 2017), Head Start & Early Head Start Expansion Grant PYI (Month ending- December 2017), Missouri Early Head Start Program Year 3 (Month Ending-December 2017), HW REACH Foundation grant (Month Ending-December 2017) local community support expenditures reports, and the December MAHS credit card statement (see attached reports).

All expenses and reports were deemed allowable, allocable and reasonable.

Alex Ellison motioned to approve the MAHS Financial and Credit Card Statements. Councilman Barnes seconded the motion and the motion carried.

New Business- Liz announced that the Five Year Grant Application was released last Thursday, February 1st. The application is due by 4/09/18.

Early Learning Update-Dr. Jovanna Rohs
- Dr. Rohs reported that in Mo HB 1420 was extended and moved out of committee. The bill focuses on measuring quality in early childhood
programs. Jovanna commented that Kyle Matchell with the Early Learning Department testified in support of the bill. Then, she reported that the Early Learning Department is working on an Early Learning Profile with members of the Kansas City metro early education community.

- Dr. Rohs presented the pre-kc.org website. This website is a tool for parents to help understand different early learning aspects. The website was made possible by many KC community partners.

The meeting adjourned at 12:30 p.m.