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

**In Attendance**  
Rebecca Curtis  
Susan Knittle  
Elena Ramsey  
Carlos Salazar  
Latrisha Gaston  
Kathy Fuger

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

**Guests:**  
Karen Lenenberger, Kansas City CARE Clinic

**Absent**  
Councilman Lee Barnes, Jr.  
Alex Ellison  
Molly Merrigan

Rebecca Curtis, Chair, called the meeting to order at 11:40 a.m. A quorum was established.

**Action Items**

**Approval of Head Start Five Year Grant Application & Budget**  
Liz Smith reviewed the process for developing the new Head Start Structure for the Head Start Five Year Grant Application & Budget (See attached summary). She reminded committee members that community members, Head Start site staff, and Head Start grantee staff met to create regional goals for a new structure to meet the early education needs of the region. The revised structure includes three tiers: the 1st tier is for contracted services (MARC will provide health, FCE, data entry, and education support); the 2nd Tier- Moderate Support (Sites will provide classroom and coaching); the 3rd Tier for Minimum support (MARC grantee will provide quality assurance monitoring). Next, Liz discussed the budget for each tiers. For the 1st tier, the budget is smaller, since sites are only delivering contracted education services, for the 2nd tier, the budget is moderate to support the site education services, and for the 3rd tier, the budget is higher to support the services offered by the sites. Liz
commented that for the grantee, there is a 2.5% increase for five additional staff members. Then, she commented that new sites include Emmanuel, and Front Porch Alliance; Front Porch Alliance, The Family Conservancy, and Lee’s Summit will serve home-based children. MAHS grantees staff will revisit will revisits for monitoring.

Susan Knittle motioned to approve the MAHS Head Start Five Year Grant Application & Budget. Latrisha Gaston seconded the motion and the motion carried.

Approval of Minutes
Committee members reviewed the February MAHS Advisory Committee meeting minutes. Traci Garcia Castells asked for a correction to Carlos Salazar’s name.

Kathy Fuger motioned to approve the February MAHS Advisory Committee meeting minutes as amended. Elena Ramsey 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, Center Head Start continues to struggle with open slots and the Central Earl Head Start Expansion site struggles with recruitment. Liz commented that Michelle Pendzimas will meet Central staff to discuss recruitment options to address the 5 open slots. For attendance, the numbers were down due to weather and the flu. For disability, the program is close to meeting the 10% percent target.

Attendance, enrollment, childcare subsidy and CAFP Reports
Kathy Fuger motioned to approve the February Attendance, enrollment, childcare subsidy and March CAFP Reports. Elena Ramsey seconded the motion and the motion carried.

Financial statements and credit card expenditures
Mitchell Walker presented Program Year 5 (Final Month Ending-January 2018), Head Start & Early Head Start Expansion Grant PYI (Month ending- January 2018), Missouri Early Head Start Program Year 3 (Month Ending- January 2018),
REACH Foundation grant (Month Ending January 2018) local community support expenditures reports, and the January MAHS credit card statement (see attached reports). Mitchell commented that for the Program Year 5 report, Grandview and Blue Springs shows that 50% of their budget expended since both are contracted services that have been billed through the end of March. For the Expansion grant, MAHS will meet with ISD on their expansion allocation process. Kathy Fuger asked for the minutes to reflect that MAHS grantees and financial staff continue to meet with MAHS site staff to discuss and develop strategies to address the budget and invoice processes, and that approval by the Advisory Committee was given with these interventions in mind.

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

Carolos Salazar motioned to approve the MAHS Financial and Credit Card Statements. LaTrisha Gaston seconded the motion and the motion carried.

Early Learning Update—Dr. Jovanna Rohs
- There will be an early learning event at Ability KC on April 12th. The focus will be Exploring Emotions. The event is sponsored by Pre-KC.

The meeting adjourned at 12:25 p.m.