MAHS Advisory Committee Meeting Minutes  
May 15, 2018  
11:30 a.m. to 1 p.m.

In Attendance  
Susan Knittle    Carlos Salazar    Latrisha Gaston  
Molly Merrigan   Alex Ellison

Grantee/Delegate Staff /Guest  
Mitchell Walker  Patty Lucas    Pam Black  
Traci Garcia Castells  Jovanna Rohs

Absent  
Rebecca Curtis    Councilman Lee Barnes, Jr.  
Kathy Fuger

Susan Knittle, Acting Chair, called the meeting to order at 11:40 a.m. A quorum was established.

Information Sharing  
Self-Assessment Program Summary (See attached summary)-Dr. Rohs informed committee members that over the last few months Head Start grantee staff met with staff from each program to look at areas to strengthen for the new structure that will begin on July 1, 2018. The focus was on Professional Development, Program Environment, Child Development and Learning, Family Engagement, Community Engagement, Program Leadership, and Continuous Program Improvement. Grantee staff and site staff identified accomplishments, challenges, and program improvement strategies for each area. Some challenges include staff recruitment and retention, curriculum fidelity, training for safe environments, continuity of care for children in classrooms, caseload limits for advocates, and the monitoring of data to make recommendations to strengthen each system. During self-assessment, the MARC Head Start program developed four overarching goals for the next five-year grant period. Grantee staff and site staff will develop specific objectives to measure the success of the broad goals which are listed below:  
  o Services: MARC Head Start will be recognized as a renowned network of early education programs that provide exemplary,
easily accessible services to the Kansas City region’s most vulnerable children and families.

- **Systems:** The MARCH Head Start evaluation system will cultivate data-drive decision-making, innovation and continuous program improvement.
- **Workforce:** MARCH Head Start and its community partners will create strong systems to recruit, develop, retain and invest in a highly skilled workforce.
- **Culture:** MARC Head Star will prioritize the development of social competence and emotional well-being when making decisions about and implementing all program practices.

- **Program Instructions 18-02:** Dr. Rohs shared information from OHS on how Head Start provides services in disaster relief areas.
- **Program Instructions HS 18-03:** Dr. Rohs reported that federal government approved 610 million for HS funds from the appropriations bill. 216 million is for Cost of Living Adjustments and 115 million is for EHS expansion.
- **Early Head Start Expansion:** Dr. Rohs shared information on Early Head Expansion funding. The funding is a continuation of support for expansion in EHS classrooms. The amount is 1.5 million and 1.4 will be passed through to classroom sites.

**Action Items**

**Approval of Early Head Start Expansion Grant**
Alex Ellison motion to approve the Early Head Grant application for $1,549,805. Carlos Salazar seconded the motion and the motion carried.

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

Alex Ellison motioned to approve the April MAHS Advisory Committee meeting minutes. LaTrisha Gaston seconded the motion and the motion carried.

**Program Summary**

**Program Summary—**
- Mitchell Walker reported that for the month of April, the program had 99.43% enrollment. Mitchell commented that Head Start grantee staff look at trends
to address vacancies that are open for longer than thirty days. Next, Mitchell reported that over 50,000 meals and over 21,000 snacks were served to children for the month of April using CACFP or USDA funds.

**Attendance, enrollment, childcare subsidy and CAFP Reports**
Alex Ellison motioned to approve the April Attendance, enrollment, childcare subsidy and May CAFP Reports. Molly Merrigan seconded the motion and the motion carried.

**Financial statements and credit card expenditures**
Mitchell Walker presented Program Year 5 (Final Month Ending- March 2018), Head Start & Early Head Start Expansion Grant PYI (Month ending-March 2018), Missouri Early Head Start Program Year 3 (Month Ending- March 2018), CHW REACH Foundation grant (Month Ending- March 2018) local community support expenditures reports, and the March MAHS credit card statements (see attached reports). Mitchell reported that for the expansion grant, ISD financial staff have not charged as much administration salaries into grant as they could have; therefore, the staff will make journal-entry adjustments for the grant. Then, Dr. Rohs commented for the REACH grant, MAHS have allocated 100% funds for training and staff time by June.

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

Alex Ellison motioned to approve the March 2018 MAHS Financial and Credit Card Statements. Molly Merrigan seconded the motion and the motion carried.

**Early Learning Update-Dr. Jovanna Rohs**
- Dr. Rohs reported the Early Learning department is working with the early learning community to develop data measurements for the Early Learning Program Profile. Thirty-two sites and 214 classrooms participate in the program.
- Missouri Legislative Update-
  - Dr. Rohs said that Missouri legislators moved 2 million dollars from the Missouri Preschool Project budget to the budget which supports Pre-K within school districts;
  - Missouri legislators did not pass early education quality ratings bill.
Other Business
  • Alex Ellison asked for an updated list of Head Start acronyms.

The meeting adjourned at 12:45 p.m.