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

In Attendance
Susan Knittle        LaTrisha Gaston
Kathy Fuger        Molly Merrigan
Councilman Lee Barnes, Jr.    Rebecca Curtis

Grantee/Delegate Staff /Guest
Patty Lucas      Liz Smith      Carol Bolz
Traci Garcia Castells Jovanna Rohs    Pam Kabrick
Patty Lucas      Lynette Fowler    Alyssa Hawk
Mitchell Walker

Absent
Alex Ellison      Carlos Salazar

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

Information Sharing

- Family Outcomes-Lynette Fowler reported the outcomes from the Family Needs Assessment. The assessment focused on family well-being, which consist of money matters, housing, food, health, and transportation. For each data set, there was an increase of percentage from Fall 2017-2018. Lynette commented for the new structure, the Family Community Engagement program will look at the Positive & Goal Orientated Framework. The framework will tie in with the Child Outcomes. The framework includes Program Foundations, Program Impact Areas, Family Outcomes, and Child Outcomes.

- PIR-Sandra Reece and Pam Kabrick reported on Program Information Report. The report is required by the Office of Head Start. The report focuses on EHS and HS health data for well-child exams for EHS, physicals for HS, dental exams for HS & dental check for EHS, and immunizations. Pam reported that for each data set, there was an increase of information reported.

- Child Outcomes- Carol Bolz reported on outcomes from the DRDP. The results focus on Approaches to Learning/Self-Regulation, Social and
Emotional Development, Language and Literacy Development, Cognitive-Including Mathematics and Science, and Physical Development-Health. Carol Bolz informed committee members that for each sub-set there was a percentage increase from Fall to Spring.

- Head Start Program Instruction 18-05: Funds to Increase Hours- Liz informed committee members that the OHS released a funding increase application for Head Start programs that need funding to support extended day classes. Liz reported that because MAHS already has more than 45% of classrooms at extended hours, MAHS is not eligible to apply for these funds.

**Action Items**

**Approval of Revised By-Laws and Policy Council Composition**

Liz reported that policy council approved the proposed revisions to the 2018 policy council by-laws. The revised language focuses on the composition of the policy council and the schedule for regular meetings. The policy council composition has been revised to include 1 representative and 1 alternate from each of the 18 direct service provider agencies. Meeting dates have been reduced to five times per year, alternating every other month beginning in September with a break from June-August. The purpose of the change in meeting schedule is to reduce multiple monthly meetings for policy council members and allow them time to attend meetings at their sites. It is also intended to provide meeting agendas that are more meaningful. Policy council meetings will alternate months with the MAHS Parent Leadership meetings. MAHS grantee staff will send out updated meeting calendar invites.

Molly Merrigan motioned to approve the revised MAHS By-Laws and revised policy council composition. Councilman Barnes seconded the motion and the motion carried.

**Approval of Continuation Application**

Liz reminded committee members that although the program’s five-year grant application began August 1, 2018, the first fiscal year of this grant includes two budget periods, one from August 1 - October 31, 2018 and a second budget period that begins November 1, 2018 through October 31, 2019. In order to receive the funding for the second budget period, MAHS must submit a continuation application, which is due October 1, 2018. Liz provided a hand out with the detailed list of funds allocated to each contractor and to MARC for this 12-month continuation application budget period.
Kathy Fuger motioned to approve the Continuation Application. Councilman Barnes Jr. seconded the motion and the motion carried.

**Approval of Minutes**
Committee members reviewed the September 2018 MAHS Advisory Committee meeting minutes. No changes were made.

Councilman Barnes motioned to approve the September MAHS Advisory Committee meeting minutes. Molly Merrigan seconded the motion and the motion carried.

**Program Summary**-
- Liz provided enrollment and attendance data for all programs. Enrollment was at 100% for the month of August however because it is the start of a new program year, programs are not expected to be at full enrollment until September and new programs will not be at full enrollment until October.

**Attendance, enrollment, childcare subsidy reports**
Councilman Barnes motioned to approve the August attendance and enrollment reports. Molly Merrigan seconded the motion and the motion carried.

**Early Learning Update**
- Dr. Rohs reported that the Early Learning Council is working on the 2019 legislative agenda. There was discussion and questions related to this information.