Policy Council Meeting Minutes  
February 12, 2018 
5:30 p.m.-7:00 p.m. 
Meeting Minutes

In Attendance:  
Samantha Belcher    Elena Ramsey    Danisha Johnson  
Asia Townsend       Karen Parker     Cassie Clark  
Maria Flores        Anneasyka Roston Elena Ramsey  
Denna Bogan         Christina Calhoon Bonita Powell  
Tim Powell          Yessica Mora    
Christopher Rotert  LaTrisha Gaston 
Christopher Thornton Victoria Weston

Excused:  
Tara Zahner        Patricia Minter  Anna Woelk

Guests:  
Missy McGaw        Bethaney Volkman

Absent:  
Samantha Matney    Rebecca Hockman Erin Lysell

Grantee/Delegate Staff  
Liz Smith          Traci Garcia Castells Michelle Pendzimas  
Chelsea Protsman   Dr. Jovanna Rohs  Mark Johnson  
Mitchell Walker    Nichole Gilman  Pam Black

Chairperson Samantha Belcher called the meeting to order at 5:35 p.m. A quorum was established.

Information Sharing
- Child Abuse/Neglect Prevention Training: Sarah Pilgrim, University of Missouri-KC, trained policy council members on the definitions of child abuse, neglect, emotional neglect, and sexual abuse. She commented that for neglect, some indicators include poor hygiene, many diaper rashes, and improper weight. Indicators for physical abuse include excessive bruising, lacerations, excessive bite marks or burns. For sexual abuse, indicators include any sexualized touching, extreme sexual knowledge, and night terrors. Some other risk factors include increase stress, substance abuse, and community
environmental factors such as lacking of adequate housing and safe neighborhoods.

- **Self-Assessment:** Liz Smith announced that MAHS will be working with Tier 1 & Tier 2 programs to develop their action plans for self-assessment and the transition into the new grant structure. Self-assessment will focus on each program’s Scope of Services, what they have currently implemented and what needs to be developed. Tier 3 Programs will have their own self-assessment in the coming weeks; MAHS grantee staff will attend the assessments.

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

- **Mental Health:** Liz presented on mental health data. The data showed that out of 253 children consulted with mental health services, 107 met with met staff more than once, 45 met with a professional, and 46 were referred to outside professionals.

- **Portrait of a Healthy Child:** Liz presented health data that showed over 2315 health goals were developed by families at the beginning of the school year, 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 Performance Standards. The memo focused on a change to the requirement of programs to meet full day duration requirements by 2019. In the memo, OHS is removing requirement for 50% of funded slots to meet the 1020 annual hour minimum limit. Liz commented there will be more information in the future from the OHS regarding the requirement for full compliance by 2021.

- **Overview of findings:** Liz reported that the OHS has closed its findings on the Head Start Review Report related to the incident at YMCA because the office of Head Start found all concerns to be appropriately addressed.

**Action Items**

**Approval of Policy 9510 Transportation**

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

Danish Johnson motioned to approve the MAHS 9510. Christopher Thornton seconded the motion and the motion carried.
Approval of Policy 8900
Liz Smith presented the Standards of Conduct Policy 8900. No questions or comments were made.

Danisha Johnson motioned to approve the MAHS Policy 8900. Christopher Rotert seconded the motion and the motion carried.

Approval of January Meeting Minutes
Samantha Belcher had Policy Council members reviewed the January meeting minutes. Two names were requested to be added to the January meeting minutes as attendees: Bonita Powell and Samantha Belcher. LaTrisha Gaston motioned to approve the minutes as amended. Danisha Johnson seconded the motion and the motion carried.

Program Summary-
Liz reviewed the Enrollment, Attendance, Childcare, and CACFP reports (see attached reports). For enrollment, Liz commented that Center School District continues to struggle with enrollment. There were two slots past 30 days because of enrollment/sick issues; then, for 4 EHS expansion slots past 30 days, MAHS grantee staff and KCPS will meet with Central officials to develop a plan of action to enroll students who qualify for EHS. For attendance, Liz commented that attendance is down due to the flu. For disability, MAHS grantee staff is working toward the 10% eligibility goal, which is due by the end of February.

Enrollment, Attendance, Childcare subsidy, CACFP
LaTrisha Gaston motioned to approve the January Attendance, enrollment, Childcare subsidy, and the January & February CACFP reports. Danisha Johnson seconded the motion and the motion carried.

Financial Reports and Credit Card Expenditures
Mark Johnson presented the Program Year 4 (Final Month Ending- October 2017) Head Start & Early Head Start Expansion Grant PY5 (Month ending-December 2017), Missouri Early Head Start Program Year 3 (Month Ending-Nov 2017) financial statements, REACH Foundation grant (Month Ending-December 2017) local community support expenditures reports, and the MAHS credit card statement (See attached reports).

All expenses and reports were deemed allowable, allocable and reasonable

Elena Ramsey motioned to approve the MAHS Financials and credit card expenditures. Danisha Johnson 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 and the Policy Council will approve the application at March meeting.
Early Learning Update
- Dr. Rohs reported that in Mo HB 1420 was moved out of committee. The bill focuses on quality for 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 some Head Start sites.
- Dr. Rohs presented the pre-kc.org website. The early learning website is tool for parents to help and understand different early learning aspects for children; many KC community partners in the region made the website possible.

Important Takeaways
- For the Child Abuse training, look for signs of physical abuse or signs of neglect.
- The Pre-KC site will be great resource for the parent.

The meeting adjourned at 6:50 p.m.

Secretary