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

In Attendance:  
Elena Ramsey  Patricia Minter  Tara Zahner  
Asia Townsend  Karen Parker  Cassie Clark  
Trewonna Beauvoir  Maria Flores  Rebecca Hockman  
Christina Calhoon  Christopher Thornton  Yessica Mora  
Nicole Kolstad  Tim Powell  Lattrisha Gaston  
Victoria Weston  Anna Woelk  
Anneasyka Roston

Absent:  
Akila Kincy  Erin Lysell  Bonita Powell  
Samantha Matney  Dena Bogan

Grantee/Delegate Staff  
Liz Smith  Diana Martinez  Mark Johnson  
Traci Garcia Castells  Michelle Pendzimas  Chelsea Protsman  
Patty Lucas  Dr. Jovanna Rohs  Pam Black  
Mitchell Walker

Chairperson Samantha Belcher called the meeting to order at 5:35 p.m. A quorum was established. Chairperson Belcher had Policy Council members and guests introduce themselves.

Action Items  
Approval of Head Start Five-Year Grant Application  
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 policy council members that 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 first 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 grantees 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 receiving 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 to for five additional staff members. Then, she commented that new sites include Emmanuel, Learn A Lot, and Front Porch Alliance; Front Porch Alliance, The Family Conservancy, and Lee’s Summit will serve home-based children. MAHS grantee staff will revisit will revisits for monitoring.

Elena Ramsey motioned to approve the Head Start Five-Year Grant application. LaTrisha Gaston seconded the motion the motion carried.

Approval of February 2017 Meeting Minutes
Samantha Belcher had Policy Council members reviewed the February meeting minutes. No corrections were made.

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 weather and the flu. For disability, the program is close to meeting the 10% percent target.

Attendance, enrollment, Childcare subsidy, CACFP
Christopher Thornton motioned to approve the February Attendance, enrollment, Childcare subsidy, and the March CACFP report. seconded the motion and the motion carried.

Financial Reports 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), CHW 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 4 5 report, Grandview and Blue Springs shows that 50% of their budget expended since both are contracted services. For the Expansion grant, MAHS will meet with ISD on their expansion allocation process. Kathy Fuger asked for the minutes to reflect that MAHS grantee and financial staff continue to meet with MAHS site
staff to discuss and develop strategies to address the budget and invoice processes.

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

Karen Parker motioned to approve the MAHS Financials and credit card expenditures. Rebecca Hockman seconded the motion and the motion carried.

**Early Learning Update**
- 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.

**Important Takeaways/Other Discussion**
- Grant Application will be submitted in April.
- Policy Council members will revise by-laws in June for the new structure.

The meeting adjourned at 6:20 p.m.

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Secretary