



RUCD Mission Statement

**To create an environment of opportunities where
Head Start & Early Head Start children and
families are empowered to change their lives.**

Policy Council Members in Attendance:

Amanda Carr, Sarah Haslam, Rachel Wootton, Mary Pape, Molly McGann

Staff Members in Attendance:

Keri Allred, Julie Justice, Lauren Aquilino, Shanel Gray, Misty Valdez

Housekeeping:

1. Lauren Aquilino called to order the April Policy Council meeting at 11:00 am.

Welcome:

Amanda Carr welcomed everyone to the May 18th, 2022, Policy Council Meeting.

Quorum Declaration:

Amanda Carr declared a quorum with five (5) members in attendance.

Conflict Declaration

No conflict was declared.

Agenda:

Keri Allred requested to amend the agenda to add the COLA application. Amanda Carr called for a motion to approve the amendment. Molly McGann made a motion to approve the amendment. Rachel Wootton seconded the motion. All approved, motion carried. Amanda Carr called for a motion to approve the agenda. Molly McGann made a motion to approve the amendment. Rachel Wootton seconded the motion. All approved, motion carried.

Minutes:

Misty Valdez shared the April 20th, 2022, Policy Council minutes in the meeting invitation as read-ahead material. Amanda Carr called for a motion to approve the April 20th, 2022 minutes. Rachel Wootton made a motion to approve the April 20th, 2022, Policy Council minutes. Mary Pape seconded the motion. All approved, motion carried.

Monthly Reports:

Shanel Gray reviewed the education reports. Julie Justice reviewed the enrollment and comprehensive services reports. There was discussion around enrollment and attendance data. Lauren Aquilino reviewed the parent engagement report. Keri Allred reviewed the fiscal reports and answered a question about in-kind relative to classroom/caseload size. Amanda Carr called for a motion to approve the April monthly reports. Rachel Wootton made a motion to approve the April monthly reports. Mary Pape seconded the motion. All approved, motion carried.

Agenda Items:

Cost of Living Adjustment (COLA) application and Quality Improvement (QI)

Keri Allred presented the COLA information that RUCD received at the beginning of May and is due June 1st. RUCD will need Policy Council approval and the Board of Director's approval. The COLA increase for Fiscal Year 22 is 2.28% above funding for Fiscal Year 21. She further stated that RUCD will always add more to that increase and proposed that instead of a 2.28%, RUCD proposes a 3% increase to make an increased impact on staff wages and help retain staff. After the cost of living raise, the remainder is proposed to be added to fringe benefits.

Keri then presented the Quality Improvement application. Keri proposed to use the QI funds for building upgrades. The program would receive \$21,549 each year through QI funds. Lauren asked how RUCD would determine where the money would be distributed and prioritize building needs. Keri explained that the first priority is health and safety. The second priority would be capital outlay plans that would cover items that need to be regularly replaced, such as appliances or roofs. The third priority would be staff requests for upgrades. The final priority would be when management staff visits a center and determines what repairs are needed. Rachel Wootton asked if RUCD would try to spread the money out to all the locations because that amount might not allow for upgrades at all sites. Keri explained that some priority is given based on the age of the building, upgrades that have already been made, and current conditions. Molly McGann made a motion to approve the COLA and QI applications as discussed. Rachel Wootton seconded the motion. All approved, motion carried.

Five Year Goals; Goal Two

Julie and Shanel presented goal two of increasing parent engagement regarding preventative health care and nutrition. Rachel observed that all the data might not be getting captured. Moab shows no social media posts, and she stated she has seen health care posts. Julie asked the council for feedback on the best way to receive health updates about their children. Text and email were stated as the preferred method to receive information with an in-person reminder. Shanel explained that the objective to increase community involvement to engage the children in physical activity has low numbers for the school year because of the restriction on visitors due to COVID.

OHS Memorandum: Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program (SNAP)

Julie presented the memorandum by the Office of Head Start to include SNAP benefits as a category for families to qualify for Head Start services. Lauren asked if applying families are receiving public assistance for one child, does that automatically allow the other children to qualify under public assistance. Julie explained that if the family receives Supplemental Security Income, they will qualify. If they receive Social Security Income, that would be counted as household income.

Procedure FCP 2 Eligibility Determination and Selection Criteria for Enrollment

Julie proposed the changes to the procedures to include SNAP benefits based on the OHS memorandum; minor changes to the training for PC and Board were also included. Amanda Carr called for a motion to approve the changes to the procedure. Molly McGann made a motion. Rachel Wootton seconded the motion. All approved, motion carried.

In-Kind Data and Feedback

Lauren opened the floor for a discussion about the In-Kind Pro app. Members shared their experience using the app, including some positive feedback as well as barriers. Lauren presented a video about Learning Genie, another option available for parents to document in kind. Lauren invited the Policy Council to participate in a pilot program to try Learning Genie. Members stated they would be interested in trying out the app.

UHSA Meeting Highlights

Lauren shared highlights from the Utah Head Start Association (UHSA). She shared that the National Head Start Association is adding over 70 courses to the list of training for staff and partnering with different colleges to allow the courses to transfer as college credits.

Marketing Plan Update: Family Interviews

Julie gave an update on the marketing plan and that many family interviews were completed and have been sent to the marketing company to support creation of a new marketing message. Julie thanked the Policy Council for their participation in the interviews.

PC Schedule and Survey

Lauren invited the council to give feedback about possible barriers to low participation in the council meetings. Molly shared that some members might be missing the emails with the change in staffing. Many members shared that the day and time are difficult to add to their schedules. Lauren stated she will be sending a survey to get data from all members. She also shared that there will be a meeting in June, a break in July, and then resume in August. Julie reminded the council that members serve on the council until October, and then new officers are elected.

Amanda Carr called for a motion to adjourn the meeting. Molly McGann made a motion to adjourn the May 18th, 2022, Policy Council meeting. Rachel Wootton seconded the motion. All approved, motion carried.

The next meeting is scheduled for June 15th, 2022, at 11:00 am.