



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, Jeannie Prowse, Rachel Wootton, Lucy Waters

Staff Members in Attendance:

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

Welcome:

Amanda Carr welcomed everyone to the September 28th, 2022, Policy Council Meeting.

Quorum Declaration:

Amanda Carr declared a quorum with four (4) members in attendance.

Conflict Declaration

No conflict was declared.

Agenda:

Amanda Carr called for a motion to approve the agenda. Rachel Wootton made a motion to approve the agenda. Jeannie Prowse seconded the motion. All approved, motion carried.

Minutes:

Misty Valdez shared the August 24th, 2022, Policy Council minutes in the meeting invitation as read-ahead material. Amanda Carr called for a motion regarding the August 24th, 2022 minutes. Amanda questioned if the minutes could be approved by members that didn't attend the previous meeting. Keri Allred clarified that Amanda was correct, members can't approve minutes unless they were at the last meeting. Lauren Aquilino suggested tabling the minutes approval until the next meeting.

Agenda Items:

Monthly Reports

Misty Valdez shared the monthly reports in the meeting invitation as read-ahead material. The floor was opened for any questions or comments. Rachel Wootton had questions about some of the credit card charges. She questioned a \$700 charge for essential oils. Keri explained that ARP

funds were used to purchase the oils for staff at the preservice in August. Keri added that preservice was offered in a retreat format to emphasize staff wellness. Prizes, company shirts and lunch bags were also provided for the staff. Rachel asked about a charge for a subscription to bill.com. Rachel wondered if RUCD was doing billing. Keri explained that bill.com is used to pay bills. Rachel also questioned a charge for Facebook Workplace. Keri explained that Facebook Workplace is a staff system that only staff has access to. It is used to allow the team to connect since the service area is so large. The final charge Rachel questioned was a \$590 flight upgrade. Keri explained that the flight was to Washington D.C. for the Fall Leadership Institute. The dates of the conference changed so the charge was not an upgrade, but a change of flight dates. Amanda Carr called for a motion to approve the August monthly reports. Rachel Wootton made a motion to approve the monthly reports. Jeannie Prowse seconded the motion. All approved, motion carried.

Training: Role of a Policy Council Member

Misty Valdez displayed a diagram that came from the Office of Head Start that explains the difference between the management role, the policy council role, and the role of the board of directors. Keri Allred asked Misty to add it to the policy council drive after the meeting so the policy council has access to it. The visualization is a venn diagram showing the overlap of responsibilities between the three roles. The main point Keri wanted to stress is the chain of command systems for staff so that they aren't bringing concerns to the policy council members. Keri explained that the policy council's main role is the direction of the Head Start program. Keri further explained that there is a requirement that staff cannot sit on the policy council because it would be an inherent conflict of interest. Keri reviewed the responsibilities of the policy council as found on the diagram. Keri emphasized the expectation of communication between the policy council and staff members. Staff sign a policy and procedure manual that doesn't allow staff to communicate with policy council members regarding the program. Keri opened up the floor for any questions or comments. Rachel Wootton asked how many members are on the policy council. Keri explained that each center or site has the opportunity to have a policy council member. In Early Head Start home-base, if there is a family educator with a caseload of twelve people they can have a policy council representative. Parents of children currently enrolled in each program option must be proportionately represented on the policy council. Amanda Carr suggested that this information should be shared after the policy council elections. Keri explained that typically this information is shared during the policy council orientation after the election. Lauren added that there are 22-25 policy council representatives and alternates that are invited to attend monthly. Keri also brought up the point that Rachel represents Moab and the policy council often discusses Moab because of the issue with lack of childcare in the area. She also mentioned that it is a great example of not sharing the policy council information with staff before there is approval by the council and the board. Rachel brought up that when she was elected she didn't receive any information about the policy council. Keri said that this is a gap that will be addressed in the new policy council term. Rachel asked to clarify the management roles and what Lauren's role is with the policy council. Lauren explained that Misty facilitates the meetings and that she oversees the policy council and the content. Keri suggested that at the next meeting the policy council should look at the organization chart to see the roles of RUCD staff. Keri also explained that RUCD doesn't run the policy council, RUCD's role is to support the policy council. It is important for the policy council to remain a separate entity. Amanda asked who is the policy council vice chair and secretary. Lauren answered that Sky Adams is the vice chair and that Molly McGann is the secretary. Keri suggested looking at policy council attendance data at the next meeting. Lauren explained that Misty takes the minutes at the meeting only when the secretary is not present. Keri raised the point that it is not ideal for a staff member

to take the minutes. This keeps staffing separate from policy council, so that the minutes are true and accurate.

Head Start Memo: American Rescue Plan Fund Guidance

Keri Allred shared a memorandum from the Office Head Start to use funds from the American Rescue Plan for the staff, for enrollment, and for recruitment. The focus of Head Start is to retain staff since there is a national staffing shortage. Keri explained that the deadline to spend or obligate the funds is in March, then the program has 90 days to spend the money. Keri also shared that there is \$200,000 left over out of the \$420,000 to spend. Rachel and Amanda shared that staff bonuses would be a great idea. Keri shared that last year the staff were given 3 retention bonuses throughout the year. Keri also mentioned that at the leadership conference in Washington D.C. many conversations were centered around the feeling that some programs don't have appreciative staff. Keri was able to show other directors that RUCD has very appreciative staff. Rachel asked if there would be an option to use funds for a housing allowance in areas where the cost of living is very high, like Moab. Keri explained that because RUCD is federally funded it has to follow cost principles. Housing is not an allowable cost, but Keri was able to get approval from the board of directors to pay the Moab staff higher than the other counties because of the high cost of living. Keri also shared that RUCD might be looking to further increase the wages for Moab staff.

RUCD Brand Marketing Playbook

Julie Justice explained that this item was on the agenda at the last meeting but the information wasn't included in the policy council drive. Julie wanted to ensure that the policy council had an opportunity to review the marketing information and provide any feedback. Rachel asked if the program specified a target audience within the plan. Julie explained that the goal is to find a balance between reaching target demographics and still appealing to all families that don't think they would qualify for Head Start. Rachel shared that she heard about Head Start from the Department of Children and Family Services after becoming a foster parent and just wanted to ensure that the marketing plan is still reaching the target audience. Julie also shared the brand playbook execution guide that shows ways the playbook will be utilized. Julie also shared that data is gathered from applications regarding how families heard about RUCD. Julie said that is data that can be shared if the policy council is interested.

Learning Genie Update

Lauren Aquilino gave an update on the status of Learning Genie. Lauren shared that at this time RUCD will not be moving forward with Learning Genie. Lauren has been working with the support team at In-Kind Pro and taking In-Kind Pro training to make the app more user friendly for staff and families. Amanda asked if the sites could use the family engagement activities to help educate families about using the In-Kind Pro app. Lauren shared that she is planning on hosting an In-Kind Pro training for staff. Rachel asked about the Spanish language version of the In-Kind Pro app. Amanda shared that in Vernal there is a Spanish speaking family that is able to use the app easily. Lauren explained that in the donor app, there is a Spanish language version. Julie shared that all of the suggestions from the policy council were all great ideas and suggested that the policy council take these suggestions back to their centers. Rachel also asked if it would be possible for the sites to have an iPad available at drop-off and pick-up to add donations. Amanda shared that Vernal has this practice in place and that Vernal staff also takes time at the monthly activities to help families log in-kind donations. Amanda asked about the In-Kind Pro funds and how the program receives them. Julie shared that In-Kind contributions aren't real dollars. It's funding that helps show the federal government that a program has community support. Julie suggested that it might benefit the policy council to do the in-kind training that is

also used for staff. Rachel suggested that the training be shared after the new policy council is elected.

Lauren Aquilino brought up the minutes' approval and said that she would share the minutes in an email to members that attended the meeting in August.

Amanda Carr called for a motion to adjourn the meeting. Rachel Wootton made a motion to adjourn the policy council meeting. Jeannie Prowse seconded the motion. All approved, motion carried.

The next meeting is scheduled for October 26th, 2022, at 11:00 am.