



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, Mary Pape, Diane Harris

Staff Members in Attendance:

Keri Allred, Julie Justice, Lauren Aquilino, Shanel Gray, Misty Valdez, Heather Odendahl, Odalis Dial, Shelley Jolley

Welcome:

Amanda Carr welcomed everyone to the October 26th, 2022, Policy Council Meeting. Lauren Aquilino shared that she reviewed the policy council by laws and Robert's Rules of Order regarding who could approve minutes. Members can approve minutes for meetings they did not attend.

Quorum Declaration:

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

Conflict Declaration

No conflict was declared.

Agenda:

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

Minutes:

Misty Valdez shared the August 24th, 2022 and September 28th, 2022 Policy Council minutes in the meeting invitation as read-ahead material. Amanda Carr called for a motion regarding the August 24th, 2022 minutes. Diane Harris made a motion to approve the minutes. Jeannie Prowse seconded the motion. All approved, motion carried. Amanda Carr called for a motion regarding the September 28th, 2022 Policy Council minutes. Rachel Wootton made a motion to approve the minutes. Diane Harris seconded the motion. All approved, motion carried.

Agenda Items:

Monthly Reports

Misty Valdez shared the monthly reports in the meeting invitation as read-ahead material. Amanda Carr called for a motion to approve the monthly reports. Rachel Wootton made a motion to approve the monthly reports. Diane Harris seconded the motion. All approved, motion carried.

Child and Adult Care Food Program (CACFP) Training

Heather Odendahl presented the CACFP training. The policy council is required to receive the training yearly. Heather explained the guidelines RUCD is required to follow according to the United States Department of Agriculture (USDA) to receive CACFP funding. Heather also explained that some of the centers have a program called Fresh and Healthy. Those centers are not allowed to use pre-made items. All food items are made from scratch. Lauren Aquilino asked if the Fresh and Healthy programs are a requirement for funding. Heather explained that it was written in the grant to have centers that offered fresh and healthy meals and it allowed the cooks to maintain their hours when enrollment slots were reduced. Amanda Carr asked if all the centers would move to Fresh and Healthy. Heather explained that the program is implemented in centers that have single full-day classrooms.

Reporting Child Health and Safety Incidents Memorandum

Keri Allred shared the memorandum. Rachel Wootton asked what the process is for reporting incidents and what incidents qualify. Keri explained that the reporting is done through the regional office in Denver. The regional office would decide if a reported incident needs corrective action or is a more serious event. Keri further explained that RUCD has systems in place for child health and safety and appropriate discipline training. Rachel asked how many incidents RUCD has had. Keri shared that in the five year grant cycle there has been one incident reported.

Budget Revision and Non Federal Share Waiver

Misty Valdez shared the budget revision and non federal share waiver as read ahead material. Keri Allred explained that the grant goes until November and the program has spend down money. RUCD has chosen to spend the money on safe and reliable transportation. Keri opened the floor for discussion. Rachel Wootton asked if the proposed purchases would replace old vehicles or add to transportation options. Keri stated that the vehicles would be additions. Amanda Carr asked how many vehicles RUCD would be purchasing. Keri answered that four vehicles would be purchased. A review of the non-federal waiver was given, with an opportunity to ask questions. Amanda Carr called for a motion to approve the budget revision and non federal share waiver. Rachel Wootton made a motion to approve the budget revision and non federal share waiver. Jeannie Prowse seconded the motion. All approved, motion carried.

Corrective Action: Area of Concern Identified in Focus Area 1 (FA1) Review

Odalys Dial shared the Head Start monitoring protocols to assess program performance. Odalis shared that during the FA1 review last May it was identified that RUCD didn't have two teachers with the Child Development Associate (CDA) in the Early Head Start center-based classroom. One of the teachers has the required qualifications and the other is currently working on her CDA. The Office of Head Start identified this as an area of concern. Shelley presented the proposed corrective action plan. Shelley shared that RUCD was aware that the teacher was hired without a CDA and she was immediately enrolled in CDA courses. Shelley explained that the proposed corrective action is a system to develop a pipeline of qualified staff, so that if new staff needs to be hired there will be someone in line with a CDA. All classroom support staff will be required to earn their CDA. All hired substitutes will be offered the opportunity to earn a CDA.

RUCD would like to hire parents in the substitute positions when possible so they can take advantage of this opportunity. Shelley also shared that data will be collected to monitor the success of the corrective action. Rachell Wootton asked if the CDA program is accessible across the state. Shelley stated that there are two programs RUCD uses. One is completely online and staff can work at their own pace and the other is a more traditional education program.

Memorandum of Understanding (MOU)

Shanel Gray explained that the memorandum of understanding is a coordination between Head Start and school districts or other child care providers. Shanel shared that RUCD had to update some MOU agreements with Carbon and Uintah school districts. When the new MOU contracts are received Shanel will send them to Amanda Carr to sign.

Recruitment Data

Julie Justice presented RUCD recruitment data and the outcomes of applications. At a previous meeting the council asked for data to see how families heard about Head Start. Rachel Wootton asked about the high number of abandoned applications. Julie explained that service workers attempt to reach out to families through multiple communication methods. If a family is not responding, the application is abandoned. Amanda Carr asked about the high number of dropped kids. Julie explained that dropped is defined as a child that enrolled and then dropped from the program and that the data goes back to 2020. Julie also shared recruitment data and explained the goal is for staff to do five recruitment efforts per month. Some centers have had staff turnover that has impacted recruitment. Rachel Wootton suggested that sites could tap into the resource of asking parents to volunteer at recruitment events.

Thank You

Lauren Aquilino thanked the policy council for their service in the policy council. This is the last meeting of the policy council term. The next meeting will include orientation and elections for positions for the new term.

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 currently scheduled the day before Thanksgiving so it will be rescheduled. Lauren will notify members of the new meeting date.

Meeting adjourned.