



Policy Council Meeting Minutes

February 28, 2024, 10:45 am

Google Meet

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:

Emily Powell, Jessica Spendlove, Ashley Abarca, Sarah Haslam, Draven Buckmaster, Seven Larsen, Sara Fletcher, Amber Martin

Staff Members in Attendance:

Julie Justice, Odalis Dial, Shanel Gray, Lauren Aquilino, Keri Allred, Lora Johnson

Welcome:

Ashley Abarca welcomed everyone.

Quorum Declaration:

Ashley Abarca declared a quorum with more than four members present.

Conflict Declaration

No conflict was declared.

Agenda:

Ashley Abarca called for a motion to approve the agenda. Sara Fletcher motioned to approve the minutes. Emily Powell seconded the motion. All approved, motion carried.

Minutes:

Ashley Abarca called for a motion to approve the January minutes. Emily Powell motioned to approve the minutes. Amber Martin seconded the motion. All approved, motion carried.

Agenda Items:

Monthly Reports

Keri Allred provided a director's report to the policy council. Keri explained the role of the executive director and program director and how RUCD combines the two roles. Keri also gave an overview of her recent visit to Washington D.C. for the Winter Leadership Institute through the National Head Start Association. Part of her visit to the capital was setting up meetings to

advocate for Head Start program funding and staff wages. Ashley Abarca called for a motion to approve the monthly reports. Sara Fletcher motioned to approve the monthly reports. Emily seconded the motion. All approved, motion carried.

Policy Council Officers

Lauren Aquilino explained that the policy council chairman-elect, Ashley Needles, and the secretary, Sara Fletcher, would be stepping down from both positions. The floor was opened for anyone policy council members that would like to volunteer for either position. Keri Allred offered an incentive to the policy council officers. All officers will be invited to the National Parent Conference in December of 2024. Sara Fletcher volunteered for the chairman-elect. Ashley Abarca called for a motion to elect Sara Fletcher as the chairman-elect. Amber Martin motioned to elect Sara Fletcher. Emily Powell seconded the motion. All approved, motion carried. There were no volunteers for the secretary position. The position will stay vacant until filled. Lauren introduced Jessica Spendlove to the policy council. She is the director for the Finding Hope Pregnancy resource center in Vernal and is interested in joining the policy council. Ashley Abaraca called for a motion to elect Jessica Spendlove to the policy council. Amber Martin made a motion to elect Jessica. Emily Powell seconded the motion. All approved, motion carried.

Approval of Policy Council by-law Revisions

Lauren Aquilino reviewed the policy council by-law revisions. Ashley Abarca called for a motion to approve the new by-laws. Sara Fletcher moved to approve the by-laws. Emily Powell seconded the motion. All approved, motion carried.

Full Enrollment Initiative Update

Keri Allred explained that RUCD is currently in a full enrollment initiative from the Office of Head Start. RUCD is currently reporting 100% enrollment in Head Start and 95% in Early Head Start (EHS). Program staff have increased recruitment efforts and implemented new innovative practices. If EHS doesn't reach full enrollment by April RUCD will look to cut 8 more slots from the program to prevent funding loss. Sara Fletcher asked if a currently enrolled child would be dropped when the slots are cut. Keri explained that no child would lose services, the spot just wouldn't be filled when it is vacated.

Reportable Incidents

Lauren Aquilino informed the policy council of a recent reportable incident as part of RUCD systems. The incident was immediately discovered and reported to managers. Staff were debriefed and re-evaluated the system to find the gap that led to the reportable incident. Shanel Gray also informed the council of a second reportable incident regarding active supervision. The incident was immediately discovered by staff and reported to managers.

2023 Self-Assessment Improvement Plan Outcomes

Julie Justice provided an overview of the 2023 self-assessment improvement plan. During the 2023 self-assessment ten gaps were identified and seven have been completed with the other three still being worked on. Ashley Abarca asked why only one of the counties doesn't currently have a mental health partnership. Shanel explained that RUCD has met with several organizations, but none currently want to enter a partnership with RUCD. Sara Fletcher suggested Central Utah Counseling Center because her husband works there. Shelley answered that RUCD has met with the organization, but will try to reconnect with this new possible connection.

22-23 HS/EHS PIR

Julie Justice explained the 22-23 program information report (PIR). Ashley Abarca asked about the Head Start hours offered. Julie explained that Head Start programs require 1,020 hours and Early Head Start programs require 1,380 because the programs run through the summer months.

UHSA Meeting Report

Sara Fletcher provided an overview of her experience at the Utah Head Start Association meeting.

Adjournment

Ashley called for a motion to adjourn the meeting. Amber Martin motioned to adjourn. Draven Buckmaster seconded the motion. All approved, motion carried.

The next meeting is scheduled for March 27th and will take place at the Vernal center.