Kids’ Corps, Inc.

Policy Council Meeting Minutes

November 28, 2016

**Members Present: Members Absent:**

Tracy Peters, President Raquel Ferrero

Raheel Asghar Rhoda Jal

Lynndsi Strong, VP Maria Muldoon, excused

Tiria Young Megan Day, drop

Pauletta Delgado

Rose Justiniano

**Guests:**

Stephanie Brown (Creekside Park)

Noreen White (Muldoon)

**Staff:**

Dirk Shumaker, Executive Director

Rocio Espinosa, translation

Ronnie Brown, FCE Specialist

Meeting called to order at 6:05pm. Quorum is present.

Greetings and introductions for new guests.

**Financials:**

Financials, meal counts, dashboard, credit card expenditures were all reviewed. Dirk explained that the PC would be getting an in depth training in January on reading the financial information. He explained in a shortened version to review the credit card expenditures, to look at budget and expenses to make sure KCI was within normal/budgeted ranges. Are we balanced? Look to see where we are spending at and do we need to cut back? For example, at the beginning of any program year, we buy lots of supplies so our reports show that we are over budget. As year progresses, we purchase fewer supplies and our expenses should fall into line with our budget. When expenses significantly exceed the budgeted amount the financial reports must explain why.

**Seat New Members:**

Tiria motioned, Lynndsi seconded to seat Noreen White, Muldoon. Rose motioned and Tiria seconded to seat Stephanie Brown, CSP to the council. Motion approved.

**Officers:**

Officer positions were reviewed in By-Laws (amend header to reflect updates). Ronnie asked if anyone wanted to state their interest in an officer position. Tracy stated she was interested in President if no one else was. Lynndsi stated she was interested in Vice President.

President: Tiria motioned Tracy for President, Lynndsi seconded. Motion approved.

Vice President: Rose motioned Lynndsi for Vice President, Tiria seconded. Motion approved.

Secretary: both Noreen and Stephanie stated they were interested in this position. A paper ballot was conducted and Stephanie is voted in as the new secretary.

**Minutes:** Minutes were reviewed. No questions at this time. Lynndsi motioned to approve the minutes. Rose seconded, motion approved.

**New Hires:**

 Ronnie explained for the new members how the hiring committee works and how important it is to have a parent on the interview committee. Can bring back updates and insight to council. Lynndsi stated how interesting it was and not scary at all. Very supportive staff and she was listened to when giving her opinion. Ronnie stated that phone approvals/non approvals were done to get the new hires started as soon as possible. Bringing before the council gives everyone a chance to comment or ask questions as the formal approval is made. Rose motioned to approve the new hires and placement changes, Pauletta seconded. Motion approved.

**Personnel Policies:**

Wording of the Personnel Policies and Procedures are needed to allow for staff to accrue leave at a higher rate after two (2) years of employment rather than 48 pay periods of 60 hours or more. This will allow staff that are placed on Summer lay off to start accruing at the end of their second year rather than three (3) or more years due to the layoffs. This will allow for staff retention and be more fair and equitable to all staff. This information came from staff surveys, exit interviews and will reward staff for longevity. Tiria motioned to approve and Lynndsi seconded the change in wording. Motion approved.

Training Topics:

Dirk talked about the New Performance Standards, “What Head Start” stands for and how KCI uses these laws to guide our agency. What does KCI stand for? Discussed the values and five (5) main goals. Reviewed the goals and what each one means in terms of school readiness. Dirk asked some interactive questions to allow the council to see how things that we do on a daily basis, fits into one or more of the goals. When we look at the data collected, are we meeting these goals, what can we learn from our experience, what do parents feel about their child’s readiness?

Ronnie directed members to the PC Code of Conduct and had parents read and sign after some discussion so all parents understand the meaning. She also had them review and sign the Conflict of Interest, making sure parents understood its contents as well. She brought their attention to the Meeting Code of Conduct, explaining how important it is to be on time, ready to have their meeting, side conversations and personal advice held till after the meeting and what they could expect from KCI. Example: data reports that were easy to understand and were correct, reports that didn’t have a lot of acronyms and confusing wording and all in a timely and relative manner. The four A’s -(Appealing/Accessible/Accurate/Audience)

Dirk spoke to Shared Governance and what each position responsibilities are: Board of Directors- Assumes Legal and Fiscal, Policy Council-Assumes responsibility for Program Direction and Managerial Staff-Assumes Operating Responsibility (day to day). Ronnie conducted an exercise that allowed the members opportunity to see if they could find out who was responsible for certain aspects of the program. Day to Day, engagement events, hiring, finances, audits, etc.

Ronnie handed out a guide for PCM training. It detailed how much or little a representative could be involved in planning their family event. Who to contact to be involved and how to engage parents when event is coming. What they can share from PC meeting and how long it should take, should always have the time for this part of your event, part of parent input and shared governance so parents have a voice. Bring questions from parents to council meeting and take back answers, Staff will always get you the answers.

Juneau Trip:

Ronnie explained about going to Juneau in January and meeting with the legislators. Anyone interested should read the selection criteria and send Dirk or Ronnie a simple paragraph of their desire to go and what they hope to learn and bring back to PC. Can they get adequate childcare? (no children taken to Juneau) and how long they intend to remain on the PC. Need by first part of January so flight and hotel arrangements can be made.

Correction to Agenda: Next meeting will be held on January 30th, to accommodate the Juneau trip.