

**Kids' Corps, Inc.**  
**Joint Board and Policy Council Meeting Minutes**  
**Monday, July 19, 2021**

Members Present: Board	Members Present: Policy Council
Suzanne Whittle, President	Brittany Pickens, President/Board Rep.
Kimberly Ball, VP	Rhonda Drake, VP
Nichole Rowland, Sec.	Kaya Avila, Sec.
Lori Xiong	Tasi Sablan
Rachel Boudreau	
Sonia Collier, Tre.	
Excused: Lisa Wilson	Excused: Noreen White/Shawna Bailey
	Absent: Jessica Teague-Beach
Staff Present:	
Dirk Shumaker, Executive Director	
Ronnie Brown, FES	

Greetings and Welcomes extended: Due to Covid-19, meeting was held virtually. Quorum present. Meeting called to order at 6:05pm. Introductions were in the form of a special photograph selected by member and related to group of significance.

Agency Self-Assessment Action Plan:

Due to Covid-19 pandemic, much of the data collected for monitoring, quality improvement and self-assessment looks very different this year. Dirk presented all areas of the Self-Assessment activities and ideas for improvement.

Strengths, Needs and Interests Survey done in May

- Transition to onsite family engagement experiences as considerations allow
- Continue to provide virtual options when possible
- Additional hours for mental Health Consultants contract
- Embed Conscious Discipline skills and attitudes in family services practices

Teaching Staff coaching virtually and in person when available

- EHS expansion allows for a second coach who will focus on EHS teaching staff and home visitors
- Resume CLASS observations, coaches will complete observations and review with coaches
- Change criteria for coaching to remove staff that have competed intensive coaching and master teachers

HR Review – no findings in personnel for any of our licensing inspection reviews.

Finance Committee Fiscal Review

- Begin using new system for documenting volunteer hours, including virtual services provided by program governance volunteers (unable to meet federal match, request waiver)

Family Outcomes Report

- With ARPA child tax credit money coming to families in July, connect with families to ensure they know how to access resource and encourage a plan on how to best utilize for their families.

Safety

- MOA Child Care licenses inspected, 2 non-compliances. Correction plan completed and approved

- Fire inspection, 4 completed, 5 violations noted, all corrections made and approved
- Municipal Food and Sanitation inspection-100% compliant
- 104 incident reports during year, agency wide. (305 reports in 2019). One child taken to doctor by parent after choking incident. No complications.

#### Health and Nutrition

- Promote Healthy eating and regular physical activity outside of Head Start. Increase % of child engagement of at least 30 minutes of daily physical activity at home

#### Mental Health

- Smaller class sizes had a strong positive effect on children's social and emotional development, reduce class size from 20 to 17.
- Create school family by embedding Conscious Discipline powers & skills in classroom practices. Children will be able to build trust, focus, regulate emotions and meet classroom expectations.

#### Disabilities

- Resume our standard practices in the Fall

#### Attendance and Enrollment

Due to Pandemic, mitigation procedures required for both classroom closure and individual absences Center based annual attendance -75%-87% in 2019, # of children with attendance 90% or better-30% compared to 35% in 2019. Lowest attendance months: January, Highest attendance month: April

- Focus on recruitment. 35% drop in application last year as well as lower enrollment. Diminished waitlist and fewer children returning for upcoming year.
- Challenge: Covid 19 requires children and staff to stay home if experiencing any Covid symptoms. This will impact child and staff attendance.

#### Human Resources

- By embedding Conscious Discipline powers and skill in our professional development and supervisory practices, we will increase staff efficacy and composure. When we support staff to feel effective and supported, we will improve retention.

Goals and Objectives: Goals were discussed in length by Board and PC.

Program Goal 1: Create Head Start family (family support system, CD-using 2 classrooms as models)

Program Goal 2: Create partnerships, a school family including caregiver resilience and positive parenting practices

Program Goal 3: A first choice employer, retain staff, have good orientations, safe place, use ARTIC – 10 question staff survey – Attitudes Related to Trauma Informed Care

Program Goal 4: Every child receives the screenings, assessment, treatment/services for health, dental, developmental delays or social/emotional challenges. Good physical activities

Program Goal 5: Community partnerships/ collaborator that leverage resources and improve impact

Program Goal 6: High performing Board and PC for effective and inclusive shared governance

Program Goal 7: Increased giving and higher percentage of unrestricted cash from 4% (2021) to 10% Suzanne motioned to approve the Self-Assessment and Goals, Rhonda seconded. Motion approved.

#### Program Options:

Dirk presented sheet with program options to consider for program year 2021-22. Discussion with board and PC members ensued. New options were highlighted for better clarity. Sonia motioned to approve the new Program Options; Rhonda seconded. Motion approved.

Agency Budget:

Dirk presented the budget for fiscal year 2021-22. KCI is proposing to make the Covid-19 essential duties wage scale permanent, which raises wages for all positions by 10% from pre-Covid levels. 2% of this wage scale change will be funded by the 2021 COLA, with the remainder integrated in our continuation budget. Federal government has created a national "Juneteenth" holiday on June 19<sup>th</sup>. KCI is proposing to make that day a holiday in the upcoming year. Approximately 2/3 of staff will be working next summer and eligible for the holiday pay. KCI is drafting a very basic work from home policy for staff that would qualify for FML and has a position that some work could be done from home. Staff person could work up to 10 hours a week from home for certain positions. Increase in advertising amounts was substantial to cover all staff positions needed. State grant was increased an additional \$40,000 bring our state grant up to \$481,000. Dirk recommended we hire a permanent accountant as a regular position for accounting and financial review. The position funding has been put in the budget. Management converted the Education Coordinator to Deputy Manager to allow for more upward growth and relieve some of the workload of one position. Rachel motioned to approve the 2021-2022 Agency Budget and Organization Chart, Rhonda seconded. Motion approved.

Open discussion ensued regarding having "hybrid" meetings starting in September. Hybrid would mean in person but with zoom capabilities for those not able to attend in person. Most members stated they enjoy meeting in person but with capability of zoom allows for those times when it isn't possible or convenient to come in person. Zoom would be better than teleconference as the person could be more a part of the group if they can see the group and the group could then see them. Everyone agreed it was a great idea. Dirk will keep members updated for future meetings if this is possible. Numbers of Covid cases are on the rise again, will have to wait and see what is possible.

Next Board meeting will be September 2, 2021

Next PC meeting will be August 30, 2021

Joint meeting adjourned

PC met to review New Hires; Ronnie went over last three persons on list to assure their information was reviewed prior to approval. Rhonda motioned to approve the new hires list, Tasi seconded. Motion approved.

Respectfully submitted by,

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Ronnie Brown, FCES