

Kids' Corps, Inc.
Policy Council Meeting Minutes
January 22, 2018

Members Present:

Noreen White, VP
Lynndsi Strong
Raheel Asghar
Maria Muldoon
Rose Justiniano
Pauletta Delgado
Tasi Sablan
Naty Briggs
Denise Henrickson
Lori Xiong

Members Absent:

Tracy Peters, President, excused
Tom Cossom
Dawn Postma

Guests:

Brenda Sugar, CSP
Suzanne Whittle, BOD

Staff:

Dirk Shumaker, Executive Director
Ronnie Brown, FCES

Meeting called to order at 6:00pm Quorum present.

Introductions and welcomes were made.

Financial Training:

Suzanne Whittle, Board of Directors and Finance Committee member presented a financial training for the PC members. She went over what were Assets, Liabilities, Accounts Receivable, Fixed Assets and Budget to Actual. Line items were discussed and open for questions. She explained how certain columns may indicate a billing process or receivable process and how to look for depreciation of assets. other services where funds are in process. Parent asked about Insurance discounts if pay quarterly or yearly? Good questions were asked and answered in the flow of the training.

Minutes:

Minutes for November were reviewed, no changes or questions at this time. Tasi motioned to approve the minutes, Pauletta seconded. Motion approved.

New Hires:

Ronnie spoke to the need of parents wanting to serve on the hiring committees. Take to centers to see if parents would like to be on one and then to let Ronnie know. A parent does not have to be on PC to help on the committee. Rose motioned to approve the new hires, Lori seconded. Motion approved.

Personnel Policies and Procedures:

In a letter from Ann Linehan, Acting Director of the Office of Head Start, it is recommended that all grantees should work with management, governing bodies, Health Advisory Committees, mental health consultants and local or state licensing agencies to develop guidelines that differentiate between staff, consultant or volunteer practices and behaviors that need improvement but do not harm or endanger children, versus reportable practices or behaviors that harm or endanger children. Dirk asked if any members would like to help with HR Code of Conduct. Tasi, Rose, Denise, Lori and Noreen all indicated they would be interested in being on this committee. Dirk stated they would meet in early February.

Juneau:

Dirk and Ronnie spoke to the opportunity to have one parent accompany him to Juneau to speak to the Legislators. Dirk stated the date would be February 20th for travel and February 21st for legislative visits and travel home. Ronnie went over the selection Criteria and welcomed everyone interested in going to submit a letter/email of intent by Friday, January 26th to her or Dirk for selection. Raheel spoke to his experience the year before and how it can make a big difference to the mindset of legislators. Several parents indicated they would check with work and family to see if plausible.

Executive Director Report:

Suzanne Whittle spoke to the members about new fundraising opportunities coming up. She reported that about \$500 were raised during the Holiday Wrapping Drive, so next year they will do Dimond and Abbott Fred Meyer stores and start a little earlier in the season. Parent reported that Michaels has all their gift wrapping items on huge sales and now might be the time to pick up items for pennies. Suzanne then informed the council that they will be doing a fundraiser every quarter. The next event will be in April at Barnes and Noble (will have story reading, singing or something to entertain the families) and then in May will have a large garage sale held at the East center. With vendors supplying snacks and drinks at the event, a percentage will be donated to KCI. KCI will look into a storage unit to start collecting items for the sale. In the Fall, KCI will do a book reading at Barnes and Noble with a child craft or bookmark making that goes with the story/book read.

Dirk went over the self assessment dashboard to discuss comparisons from last year to this year. He reviewed enrollment and attendance data, health and safety reports, transportation reports and education services data, including Classroom Assessment Scoring System scores for the agency. The information identifies what we are doing well and areas we can improve and will help us make plans for improvement.

State of Alaska Grant:

Dirk reported that for many years state of Alaska funding applications have been due on June 1. This month without warning the due was changed to February 16th. There are many changes to the application process and also to the range of Head Start activities that the Depart of Education and Early Development will allow programs to use state funds for. Head Start programs have had no input in the creation of the new application and are concerned the accelerated time line will create challenging situations for many grantees. KCI and many other programs are working with the Alaska Head Start Association to postpone this deadline until Fiscal Year 2020. We are also asking for opportunities to provide input to the state re: the new application. If the request to wait is denied, then KCI will make

the grant application deadline as required. Rose motioned to have AHSA send the commissioner a request to postpone early deadline of grant application. Tasi seconded and motion approved.

Self Assessment:

Dirk went over what the Self Assessment was for and how it helps our agency stay in compliance from year to year with the Performance Standards. He talked about the need for parents to help conduct interviews and do center visits for very specific things like how it looks? Friendly? Welcoming? Are they following the checklists (PC minutes, menus, etc)? Parents wanting to participate in interviews were: Natye, Lori, Denise, Lynndsi, Tasi, Rose and Maria. Parents interested in center visits were: Denise, Lynndsi, Natye and Lori.

Family and Community Engagement Specialist report:

Ronnie presented to Rose her certificate of appreciation and gave Raheel the saying that goes with his keychain, (presented in November). Ronnie talked about getting out in the community even with winter upon us. Being active and finding things in the community to do that was low cost or free. She had a packet of "winter things in Anchorage" for fun as well as a calendar where each day listed something the parent and child could do together to stay active during the dark cold hours of winter. She conducted a game to play at February PCM's where parents look for commonalities among themselves. Can even plan an activity around what they find if they desire. A family hike, swim, snow sledding, etc. Door prize drawing was conducted with those that brought their binders.

Noreen asked for a motion to adjourn at 8pm. Raheel motioned and Natye seconded. Meeting was adjourned.

Respectfully submitted by:

Denise Henrickson, Secretary