



Planning & Evaluation Committee Minutes

June 22, 2017	5:00 PM	Jones Family Resource Center
Meeting Called to order by:	Kevin Austin	
Committee Member Attendees	Kevin Austin Mike Crouse Wayne Frye Eddie Harris	Mark Jones Ernest Lankford Shelby King Dr. Edward Stevens
Staff/Guest Attendance	Kathy Payne, Executive Director Terry Arellano, Executive Assistant who recorded the minutes Rhonda Wrenn, Head Start Director Yolanda Saffo, Migrant Head Start Program Coordinator	
Agenda Topic	Call to Order	
	Kevin Austin called the meeting to order noting there was a quorum met with 8 of 8 members present.	
Agenda Topic	Approval of Minutes	
	The minutes from the April 27, 2017 meeting will be approved at tonight's board meeting.	
Agenda Topic	Election of Chair and Vice Chair	
	<p>Eddie Harris opened the floor to accept nominations for the office of Chair of the Planning and Evaluation Committee. Ernest Lankford made a motion to nominate Kevin Austin for Chair of the committee. Mike Crouse seconds the motion. There were no other nominations and Eddie Harris closed the floor. All were in favor of the motion. Kevin Austin was elected Chair of the Planning and Evaluation Committee.</p> <p>Eddie Harris opened the floor to accept nominations for Vice Chair of the Planning and Evaluation Committee. Kevin Austin made a motion to nominate Ernest Lankford for Vice Chair of the Committee. Mike Crouse seconds the motion. There were no other nominations and Eddie Harris closed the floor. All were in favor of the motion. Ernest Lankford was elected Vice Chair of the Planning and Evaluation Committee.</p>	
Agenda Topic	Selection Day and Time for Meeting	
	The day and time to conduct the meetings were discussed and the committee agreed to keep the day and the time of the meeting the same as it has been, which is one hour before the Board Meeting	
Agenda Topic	Monitoring and Training	
Discussion	<ul style="list-style-type: none"> • Kathy discussed the monitoring and training reports (attached). • Kathy discussed the training with Dr. AL Gorriaran, PHD in HR, Instructor with Capella University. <ul style="list-style-type: none"> ○ Informed the committee that he was doing this training for free. ○ Dr. Al is a friend of Regina and the agency ○ Shared his resume with the committee 	

Agenda Topic	Development
	<p data-bbox="370 134 753 170"><u>Risk Assessment Update</u></p> <p data-bbox="370 212 1528 390">We have setup our risk assessment committee, which includes all of our program directors. This we felt was the best way to cover all our bases by having all the leads involved with management and oversight. We met on Tuesday and each person had to teach a section of the tool to the team. We will have one more meeting on 7/19/17 to complete the educational work and develop next steps.</p> <p data-bbox="370 432 586 468"><u>Cannon Grant</u></p> <p data-bbox="370 506 1528 684">Our grant application was successful and we received a check for \$90,000.00 on Monday for new roofs for the JFRC Gym Wing and for the Yadkin County Senior Center. Also, we have been successful with lease negotiations with the Yadkin Community Trustees for the Senior Center. They have agreed to a five-year renewable lease and they have omitted the rent charges.</p> <p data-bbox="370 726 1105 762"><u>Migrant and Regular Head Start Monthly Reports</u></p> <p data-bbox="370 800 1528 867">Kathy said the Head Start and Migrant Head Start monthly reports from April 2017 – May 2017 are attached and everything is running along smoothly.</p> <p data-bbox="370 909 1528 1087">Yolanda stated the Migrant Head Start program opened up last Monday with 27 children enrolled, 5 children to start the program on Friday 6/23/17, and 8 more children are to be enrolled next Wednesday. Kevin Austin recalled that meeting enrollment was a challenge a couple of years ago and that he was glad to see that it was coming along better now.</p> <p data-bbox="370 1129 1528 1377">Rhonda reported that Head Start received a 1% COLA increase that will be effective on July 1, 2017. The Performance Standards have changed and they continue to make adjustments according to the new standards. They wrapped up another successful school year and for the coming school year, they have 340 out of 385 children accepted. The teachers return on 8/3/17 for 7 days of training and the children return to school on 8/21/17. Kevin asked if there were any more questions. There were none.</p> <p data-bbox="370 1419 1149 1455"><u>Migrant Head Start Community Assessment Update</u></p> <p data-bbox="370 1493 1528 1782">Yolanda passed out a copy of the ECMHSP Community Assessment Update for the FY 2018 Grant and this year they did not have to do a comprehensive report. The program is celebrating 25 years with ECMHSP and 20 years in their facility in Boonville. Yolanda said 90% - 100% are Hispanic families and they have not yet had any experience with serving families who are homeless. Eddie asked if specific ethnic backgrounds were targeted and Yolanda answered no that it just happened that Hispanics are the ones who do agriculture work in our area. She stated in other areas Hmong, Haitians, and some from Korea were also served.</p> <p data-bbox="370 1860 915 1896">She highlighted the following changes:</p>

	<ul style="list-style-type: none"> ○ The migrant definition was expanded to include poultry farm workers. ○ Stronger focus on family engagement and language assistance. ○ Assistance with meeting medical needs of uninsured children and families who are in need of health care services as well as dental care and pregnancy support. ○ Continue to support and encourage families to seek assistance from the WIC program and continuing to support and encourage families with providing healthy snacks, meals, and drinks to combat obesity as well as the high numbers of children being seen in the counties as a whole who are suffering from high blood pressure and diabetes at a much younger age. ○ Continuing to support families with clothing, food, referrals for employment, housing, etc. by maintaining updated contact information for service providers and supporting families with referrals, calls, and transportation as needed. <p>A committee member asked if the immigration status played any role in their program, and Yolanda said no it does not at the present time and they are not required to ask for any legal documentation and only ask for their income and migratory status. Kevin Austin said the report was very detailed and Mike Crouse said he was very impressed with the report. Eddie Harris said the report was astonishing. Yolanda stated she needs formal approval and Kevin asked for a motion to recommend the assessment update to the full board.</p> <p>Motion by Dr. Ed Stevens to recommend the assessment update to the full board. Second by Mark Jones Motion carried.</p> <p><u>Yadkinville Head Start Renovations Update</u> Rhonda Wrenn passed around pictures to show the work in progress at the new facility.</p>
Agenda Topic	Other
Discussion	There was no other business.
Meeting Adjourned	Kevin asked for a motion to adjourn the meeting. Motion by Ernest Lankford to adjourn Seconded by Mike Crouse Motion carried Adjourned: 5:45 PM
Minutes Recorded By/Signature	Terry Arellano

