

ACES Middlesex County Early Head Start Partnership

Serving eligible families in Middletown, Clinton, Cromwell, Old Saybrook, Portland, and Westbrook

POLICY COUNCIL MEETING MINUTES

300 WASHINGTON ST. MIDDLETOWN, CT 06457

May 26, 2017 10:00am-12:00pm

ATTENDANCE: Alice Torres (Director), Rebecca Cuevas (Partnership Manager), Ava Hart (FDC), Vinnie Lofreddo (Board), Monique Ives (Parent/Chair), Jordan Paisley (Parent), Taneone Hurlburt (Secretary)

Public Comments:

Middletown received a grant for economic development for single parent homes that are in poverty and under 18. The City of Middletown had collaborated with United Way to apply for the grant. Ed Bonilla of United Way is the co-chair. Alice was expecting someone from United Way and City of Middletown to attend Policy Council to give more details. This will happen at a later date. Early Head Start, Adult Education and NEAT were asked to participate. The Planning committee for this initiative still needs to be created. This grant is for Middletown specific families. Rebecca shared this information with Parent Committee Alliance held May 18, 2017.

Nurturing Families Network will hold evening Circle of Security session starting June 28-August 16, 2017 at the Early Head Start site, 5:30pm-6:30pm. This will coincide with Faith Lutheran Church Welcome Table that occurs every Wednesday, 6:30pm-7:30pm. Welcome Table serves pasta dinner at no charge.

Parent Sharing:

EHS Parent, Jordan Paisley has become interested in joining Policy Council. She has expressed wanting to get more involve with the EHS program. She has attended Circle of Security at the Russell Library. The family of Monique Ives has completed the EHS program but she will stay on as a parent in Policy Council.

Ballot forms went out May 24, 2017 for families to vote in Jordan Paisley. Forms are due back by June 9, 2017.

In **Bylaws** it says we need to officially notify families and have elections and nominations annually consisting of 51% parents and 49% of Community Representative.

Parent Committee Alliance Report:

Attendance at EHS playgroups are low because it's for infants only and many parents are working at the time. Parents recommended having an evening playgroup for working parents. Plans for evening playgroup have started. The first evening playgroup starts in August and will coincide with Faith Lutheran Church Welcome Table.

At the May PCA meeting, the topic was CPR/First Aid. June PCA meeting will consist of the same topic but held in the Shoreline. Any parents that missed the May meeting are more than welcome to attend this meeting.

Dale Saul (Infant Mental Health) will lead a Music and Movement class beginning the end of June and into July at the EHS site. The session will be for parents or guardian with their 1-3 years old.

Carnegie Hall has developed Lullaby Project that involve professional artists (musicians) working with parents. Dale Saul has expressed interest in bringing this opportunity to EHS. She needs to contact Wesleyan and see if they would like to partner on the project.

ERSEA:

April ERSEA report has been shared with PC.
Full enrollment in April.

Hallie House:

Partnership with HH had concluded in March. HH staff are still training with DHMAS. HH staff needs to attend Circle of Security training.

Materials that were purchased with funds are being utilize by families and are benefitting from the new equipment.

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Prior to EHS involvement, the focus was only mother's recovery and not child's development. We found that giving the parents a purpose with their child, helps with their recovery. Clients stay at HH are for 6 months-1 year. They can file for an extension when needed.

HH and EHS partnership has more families continuing with mutual services. They expressed having their voices heard led to the development of evening playgroups at EHS and changes in time to engage with Policy Council. This will help them not to be as isolated at HH.

Mid-Year Monitoring and Tracking:

3rd Quarter monitoring was not completed at the end of May. Last reported was in July.

We still find that we are having issues with receiving medical/dental reports from Community Health Center. Who does Dionne (Maternal Child Health Manager) have as a contact person? Do we need to go to higher level?

2017 School Readiness Winter Update:

Cindy Smernoff (Education Manager) will attend next Policy Council Meeting in July.

School Readiness will be reviewed in Annual Program Review Meeting on June 16, 2017. Data from SR report shows us meeting our goals and objectives. Also, any recommendation will be ask for next year.

Implementation of New Performance Standards:

Performance Standards has been implemented since September 2016. Starting January 7, 2017, process of reviewing existing standard to new standards. As new Policy Plans are being created, Policy Council has to approve.

When the background check has been revised then the new plan needs to be reviewed by ACES Human Resource then needs to be approved by Policy Council.

Bylaws for Policy Council membership need to be changed to 5 year terms instead of 3 year terms. End of the program year is in August, re-nomination needs to occur per Bylaws. Policy Council will plan to meet 10 months instead of 6 months for the incoming year. No meetings will be held in February and July.

According to Performance Standards, there should be 48 weeks, 22 structured socialization, and standardized assessment met.

Office of Head Start are expecting Home Visitors to be part of the coaching system. Originally thought HVs were not included, only teachers. A model has to be identified for coaching.

Procedure for data management needs to be designed by the July Policy Council meeting then shared with the Governance Board in September. This data is used to monitor how each program looks at their own program. Impact Indicator is how EHS monitor themselves. No official review until October 2017 and with the exception of ERSEA.

Director's Report:

- **Final 2016 Fiscal Report:**
Haven't received Fiscal report from ACES.
- **2017 Budget Update:**
2017 appropriation has increased to 1% by Head Start. COLA then reimburse ACES since ACES still increases people's wages.
- **Staffing plan July-December 2017**
Early Head Start Coordinator: Rebecca Cuevas *Voted- Monique Ives

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P/T ERSEA Assistant: *Voted-Monique Ives

*Email/Mail will be sent to Policy Council members to inform them of the voting.

Cindy Smernoff will move from full time Education Manager to Consultant Education Manager. She will work 2 days a week for EHS.

Revised work chart was shared with Policy Council. Sharon Redmann will be a Consultant for Quality Assurance in the EHS program.

- **Facility Renovation Update:**

Waiting to hear if bid went out. Construction will probably start in October instead of August.

National Head Start Update:

New director has not been appointed yet.

State budget doesn't affect EHS but families individually will feel the burden while looking for resources.

Adjourn