



Planning & Evaluation Committee Minutes

December 14, 2017	4:30 PM	District Office
Meeting Called to order by:	Kevin Austin	
Committee Member Attendees	Kevin Austin Ernest Lankford Mike Crouse Wayne Frye	Mark Jones Shelby King Dr. Edward Stevens
Excused	Eddie Harris	
Staff/Guest Attendance	Kathy Payne, Executive Director Terry Daniels, Executive Assistant who recorded the minutes Yolanda Saffo, Migrant Head Start Program Coordinator Lisa Money, Senior Services Director Jeff Cockerham, Transportation	
Agenda Topic	Call to Order	
	Committee Chairman Kevin Austin called the meeting to order noting there was a quorum met with 7 of 8 members present.	
Agenda Topic	Approval of Minutes	
	The minutes from the October 26, 2017 meeting will be approved at tonight's Board meeting. Kevin asked if there were any questions, there were none.	
Agenda Topic	Monitoring and Training	
Discussion	<p><u>Program Monitoring and Training Report</u> Kathy said the monitoring and training reports were included in the Board packets for the Board members to review prior to the meeting. She added that training is an ongoing activity. Kevin asked if there were any questions, there were none.</p> <p><u>MHS Assessment #2 Results and Program Improvement Plan (PIP)</u> Yolanda Saffo passed out copies of the Letter of Areas of Noncompliance and the Program Improvement Plan (PIP) to all the committee members to review. She discussed the monitoring assessment results and stated they visit us two times per season. All items of noncompliance have been corrected and are now in compliance. She discussed the PIP and how it addressed those findings and the actions taken to correct them. Yolanda said one finding was with Transportation because they omitted one bus stop because the child's parent had notified MHS the child would not be attending, so the bus stop was omitted to reduce costs that day. Kevin asked if this finding would affect the funding and Yolanda said if it happens three times it could affect funding. Mark Jones asked to avoid this type of finding would it be easier to stop at the bus stop even though the child was not attending MHS that day, and Yolanda said yes. Kevin asked if there were any more comments or questions and there were none. Kevin asked for a motion to submit the plan pending Board approval.</p> <p>Motion by Mike Crouse to submit the plan with approval from the Board Second by Ernest Lankford Motion carried</p>	

	<p><u>Board Self-Assessment Results</u> Kevin said he would address the Board self-assessment results at the Board meeting tonight.</p>
Agenda Topic	Development
	<p><u>Migrant and Regular Head Start Monthly Reports</u> Kathy said the Head Start and Migrant Head Start reports were sent out with the Board packet for everyone to review prior to the meeting and the numbers looked okay. There were no questions.</p> <p><u>Program Client Satisfaction Survey Results</u> Public Transportation, Meals on Wheels, Congregate Nutrition and Elderly Transportation survey results were sent out in the mail in the P&E / Board packets for the committee members to review. Mike Crouse said he was impressed with the results and stated that it tells a story and thinks every Board member should get a copy of all the results because it will help new Board members understand what all we do. It needs to be looked at one family at a time and these reports show the heart and soul of YVEDDI. Kathy Payne said it also shows us where we might make improvements. Kevin asked Mike if he wanted a motion to submit the survey results to all the Board members and Mike said yes.</p> <p>Motion by Mike Crouse to provide every Board member with a copy of the client satisfaction survey results by attaching to these minutes Second by Wayne Frye Motion carried</p>
Agenda Topic	Other
Discussion	Kathy thanked Terry Daniels for decorating the conference room for the meetings and said it looked very nice.
Next Meeting	Thursday, February 22, 2018 @ 5:00 PM
Meeting Adjourned	<p>Kevin asked for a motion to adjourn the meeting. Meeting Adjourned at 4:50 PM</p> <p>Motion by Dr. Edward Stevens to adjourn Second by Wayne Frye Motion carried</p>
Minutes Recorded By/Signature	Terry Daniels