



# Planning & Evaluation Committee Minutes

April 27, 2017	5:00 PM	District Office
Meeting Called to order by:	Kevin Austin	
Committee Member Attendees	Kevin Austin Mike Crouse Eddie Harris Wayne Frye	Ernest Lankford Shelby King Edward Stevens
Excused	Mark Jones	
Staff/Guest Attendance	Kathy Payne, Executive Director Terry Arellano, Executive Assistant who recorded the minutes Rhonda Wrenn, Head Start Director	
Agenda Topic	<b>Call to Order</b>	
	Kevin Austin called the meeting to order noting <b>there was a quorum met with 7 of 8 members present.</b>	
Agenda Topic	<b>Approval of Minutes</b>	
	The minutes from the February 23, 2017 meeting were approved at the February 23, 2017 Board Meeting.	
Agenda Topic	<b>Monitoring and Training</b>	
Discussion	<p>Kathy stated the Program Monitoring and Training Reports were mailed out in advance for review and the reports show all the programs are involved with ongoing training. Domestic Violence had monitoring on April 11, 2017 with zero findings. Upcoming monitoring is also listed for your information. Kathy asked if there were any questions. Kevin asked about AED (Automated External Defibrillator) training at the East Bend center and if it was the Hugh Chatham Foundation that did the training and Kathy answered yes. Acronyms were clarified: NCCFW (NC Council for Women) and PREA (Prison Rape Elimination Act). Kevin Austin asked if there were any more questions. There were none.</p> <p><b><u>Head Start Mid-Year Outcomes Report</u></b> Head Start Director, Rhonda Wrenn passed the Mid-Year Outcomes Report (attached) for the committee to review and discussed why we do the report. This report is to show what children are learning and identifies where improvement is needed and it informs teacher training needs. Rhonda discussed the domains of learning and the related scores and further stated the overall mid-year gains were 21.70%. Dr. Stevens asked about teacher attendance and Rhonda said they do track teacher attendance because preschoolers need consistency and the 3 and 4 year olds largest gains in Head Start is behavior. Rhonda asked if there were any questions. Mike Crouse said he thought Head Start was doing a great job and that's were education starts (in the early years).</p>	

Agenda Topic	Development
	<p><b><u>Migrant and Regular Head Start Monthly Reports</u></b>  Kathy reported the Head Start and Migrant Head Start monthly reports from February 2017 – March 2017 are attached and everything is running along smoothly. Rhonda said the Performance Standards have changed and they continue to make adjustments according to the new standards. Kevin asked if there were any more questions. There were none.</p> <p><b><u>Risk Assessment Program Improvement Plan</u></b>  Kathy reminded the committee that we tabled the review and approval of the Risk Assessment Program Improvement Plan at our last meeting due to running out of time. The CSBG program has new standards that require we have an agency risk assessment. The assessment results in part tells us we should have a Risk Management Program and a committee. Kathy gave a brief overview of the strategies within the plan and asked for questions or comments.</p> <p>Further discussion included possibilities or implications of merging the Risk Management work with that of the Safety Committee with reports to and approvals by the Board:</p> <ul style="list-style-type: none"> <li>○ Why it may or may not work?</li> <li>○ Inviting electronic comments (within 30 days) from the attorney, CPA and the Insurance Broker without face to face meetings to be cost effective</li> <li>○ Executive Director to bring back reports and recommendations to the P&amp;E to include committee membership, program design and any revisions to.</li> </ul> <p><b>Motion by Eddie Harris to approve the Risk Management Program Plan</b>  <b>Second Ernest Lankford</b>  <b>Motion Carried</b></p> <p><b><u>Strategic Plan Update</u></b>  Kathy discussed the strategic plan progress and stated that we are closely monitoring budgets to avoid overspending. For our goal to enhance community outreach and improve sustainability, we have Venetia Skahen, Executive Director of the Cannon Foundation visiting the agency on Monday, May 1, 2017 to learn more about YVEDDI in consideration of the two (2) grants the agency submitted for new roofs.</p> <p><b><u>JR Hutchens Head Start Relocation Update</u></b>  Rhonda Wrenn discussed the relocation of the JR Hutchens Head Start Center and that they have worked out a lease with the owner for using the facility to serve the children and families (53 families). We are looking at combining (3) classrooms, (2) that have to be moved per the Divine Redeemer lease termination and to be more cost efficient they will be moving the classroom on Harrison Avenue. She said the old site was challenging and she was concerned for the safety of her staff and children at this site due to it being near the Piedmont Village Retirement and Assisted Living facility and feels this will be a good move.</p>

	Rhonda said she had been in contact with Atlanta and they recommended she apply for more funding to help with the renovations and is hopeful they will fund some if not all of the renovations. She is asking for a \$217,000 one-time grant and will be asking for board approval to submit the grant later tonight.
Agenda Topic	<b>Other</b>
Discussion	There was no other business.
Meeting Adjourned	Kevin asked for a motion to adjourn the meeting.  <b>Motion by Eddie Harris to adjourn</b> <b>Seconded by Mike Crouse</b> <b>Motion carried</b>  Adjourned: 6:00 PM
Minutes Recorded By/Signature	Terry Arellano