



Planning & Evaluation Committee Minutes

February 22, 2018		5:00 PM		District Office	
Meeting Called to order by:		Kevin Austin			
Committee Member Attendees		Kevin Austin		Wayne Frye	
		Ernest Lankford		Eddie Harris	
		Mike Crouse		Dr. Edward Stevens	
Excused		Shelby King			
Absent		Mark Jones			
Staff/Guest Attendance		Kathy Payne, Executive Director Terry Daniels, Executive Assistant who recorded the minutes Rhonda Wrenn, Head Start Director			
Agenda Topic		Call to Order			
		Committee Chairman Kevin Austin called the meeting to order noting there was a quorum met with 6 of 8 members present.			
Agenda Topic		Approval of Minutes			
		The minutes from the December 14, 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></p> <p>Kathy said the monitoring and training reports were included in the board packets for review prior to the meeting. Kathy said she wanted to inform the committee that on 1/24, 2/1, 2/2, and 2/7, Tom Beckom with the Senior Services provided training for 20 new volunteer drivers for the Jonesville area from Jonesville's First Baptist Church. We are very excited about interest shown for Meals on Wheels by church members. Kathy said all the programs continue to go to training and if they're not going to training they're conducting training for staff. Kevin asked if there were any questions, there were none.</p> <p><u>Monitoring Results from PTRC, OEO, CFW</u></p> <p>Kathy distributed monitoring results from PTRC, OEO, and CFW for the committee to review.</p> <p>Kathy discussed the monitoring results of the Piedmont Triad Regional Council (PTRC), which monitored Senior Services - Meals on Wheels, Legal Assistance, and Congregate Meals. There were minimal findings listed on page 2 and items were corrected while the monitor was here on site.</p> <p>Kathy then discussed the Council for Women (CFW) monitoring results and stated she is happy to report there were no findings; however, there were some recommendations and the program staff are working on it. Kevin Austin said Bernetta Thigpen has helped us to improve the program and Mike Crouse added she did so in a very professional manner. Kathy said that one of Bernetta's recommendations is to build a 3 month reserve, which would be about 3 million</p>			

	<p>dollars.</p> <p>Kathy discussed the Office of Economic Opportunity (OEO) monitoring results and said the monitors were brand new to OEO. They dinged us on board member attendance and said that any board member with (3) consecutive unexcused absences is to be replaced according to the agency bylaws. Kathy said she responded to the monitoring report and informed them the board was aware and understands that D. Jessup and S. Garcia have had a valid excuse for their absences. Jessup fills a mandatory Board slot and is a practicing attorney whose work schedule often conflicts with board meetings, and Garcia has 3 small children and made the board aware that she would not be able to attend all meetings. Kevin Austin asked how long it would take to hear back from them and what Kathy’s feelings were. Kathy said she hoped to hear back any day now and that she feels good about our response. Kathy then discussed the Human Resource (HR) section of the report that stated the criminal background check was not done on one employee due to our failure to check the box on a form. If we had of been asked about this item, we could have provided the actual background check and could have avoided this finding. Kathy said the other finding was that we failed to provide “Due Process” related to an adverse action. Kathy added that in our response we provided proof that we did in fact follow our procedures for Disciplinary Action and we hope this finding will be stricken. One other finding was that we are not recording activities along with the related time completing them on our timesheets. We are working to correct this. Kathy asked if there were any questions, and there were none.</p>
<p>Agenda Topic</p>	<p>Development</p>
	<p><u>Migrant and Regular Head Start Monthly Reports</u></p> <p>Kathy said the Head Start reports were sent out in the Board packet for everyone to review prior to the meeting. Yolanda Lytton has been ill, so the Migrant Head Start reports were not included in the board packet but we have a copy to review now. Rhonda said the Head Start reports looked good and introduced Jessica Brindle, the Family Community Partnership Coordinator. Rhonda said Jessica was making a lot of really good improvements within the enrollment and recruitment area.</p> <p><u>Head Start Child Enrollment Plan</u></p> <p>Head Start Director, Rhonda Wrenn discussed the letter dated 1/30/18 that she wrote to Elvira Brockington at the Regional Office informing them of the enrollment issues she was having with her program along with documentation of her efforts to meet the funded enrollment of 385 children. Rhonda discussed the enrollment plan on page 89 of the Board packet that shows the goal, strategies, target audience, and a timeline that her program is using to increase enrollment. Rhonda said she knows there’s a lot of competition out there for enrollment and other agencies are having the same problem. Rhonda discussed our child drop history on page 90 of the board packet that showed a total of 67 children had dropped from the Head Start program and the reasons the children had dropped out. Rhonda said she has a waiting list for the 3 year olds, but because of the Division of Child Development Early Education (DCDEE) regulations, she cannot have more than 50% of the 3 year olds in a classroom or she has to increase the child/staff ratio, which would mean hiring another teacher</p>

for that classroom. Kevin asked if a waiver could be filed and Rhonda said no because it is a state regulation. Rhonda said in the worst-case scenario, if enrollment does not increase there is a possibility the agency would have to refund some money. Mike Crouse said sometimes there's things you can't control but we can give it our best shot and be supportive of the program. Rhonda said this was the last year of her 5 year grant cycle, so it will be time to come up with all new grant goals, and one of the goals will be to apply for early Head Start, so that will help eliminate the problem of trying to get so many 4 year olds considering the competition with the school system.

Head Start Staff Turnover

Rhonda said she has had a lot of staff turnover and distributed a handout to show the number of people who have left and the reasons why they left. Rhonda said she has lost a total of 14 staff members since July 2017, plus 1 employee walked out this past week. Rhonda said 7 teachers that were in NC Pre-K sites left to go to the school system because the school system can offer better benefits and their retirement package is something that we just cannot compete with. Also, being an NC Pre-K site is hard on the staff and they must jump through numerous hoops for licensure. Rhonda said in the school system the principal simply evaluates the teacher in order for her to get her license, but in the Head Start classrooms you have to sign up for the Educator Evaluator Licensing Support Professional Development (EELSPD) unit from the Department of Public Instruction and the staff must go through a rigorous process. This process is an NCPK regulation and the qualifications are much harder to achieve than the teachers have in the public school system, so the Head Start teachers are finding other employment, often with the school system.

Dr. Stevens said so the reasons for these problems are benefits and the second reason is what they have to do for licensure is much less complicated. Rhonda said yes and her staff has to mop floors, clean classrooms, serve meals and clean up after the children in addition to teaching. Rhonda said the people she hires are usually teachers right out of school with little to no experience or teachers leaving the school system because they don't agree with something the school system does or does not do. Kathy said we usually hear good things about our child individualization for the special needs children and because our standards are higher.

Kevin Austin asked who wrote the NC Pre-K qualifications and Rhonda said the Division of Child Development. Ernest Lankford asked what's the ratio between an Associate Teacher and a Bachelor's degree teacher. Rhonda said the NC Pre-K requires a specific number of Associate degree teachers and a specific number of Bachelor degree teachers.

Dr. Stevens asked what the difference was between the salaries of our teachers and the school system teachers. Rhonda said that's a great question and Kathy has struggled trying to get this answered from the state level. Rhonda said when we sign a contract with NC Pre-K we have to pay the same salary total that the school system pays, but our benefits are different. Our insurance costs us over \$700.00 per month so you have to factor that in with their salary and it's really hard to come up with an answer. Kathy said the regulations do not state if the

	<p>salary is with or without the benefits and there is the issue of school system teachers receiving year round pay and our teachers are paid for only 10 months. Mike Crouse said if this continues it could phase out the program and Eddie added it's a challenge to fine quality help anywhere. Rhonda asked if there were any other questions and there were none.</p> <p><u>2016 – 2017 Annual Report</u> Kathy discussed the Annual report adding that we have a nice product, but we have just a few cosmetic errors that will be corrected and asked for questions or comments and approval to publish. Kevin Austin said it looks great and contained some great information. There was no further discussion and Kevin stated he will propose approval to the Board.</p> <p><u>Program Mission Statements</u> Due to time constraints this matter was tabled for the next meeting scheduled for April 19, 2018 at 5:00 PM</p> <p><u>Awareness – YVEDDI Bus/Van Advertisements</u> Kathy discussed our ongoing challenge of making the public aware of what YVEDDI entails. She recommends taking advantage of our transportation vehicles and using them to advertise what we do. She presented a very simple list that could be put on the back door of a vehicle with a decal. Kevin agreed to present to the Board for approval.</p>
Agenda Topic	Other
Discussion	
Next Meeting	Thursday, April 19, 2018 @ 5:00 PM
Meeting Adjourned	<p>Kevin asked for a motion to adjourn the meeting. Meeting Adjourned at 5:58 PM</p> <p>Motion by Ernest Lankford to adjourn Second by Dr. Edward Stevens Motion carried</p>
Minutes Recorded By/Signature	Terry Daniels