



# Planning & Evaluation Committee Minutes

June 28, 2018	5:00 PM	District Office
Committee Member Attendees	Mike Crouse Wayne Frye Eddie Harris	Shelby King Dr. Edward Stevens
Excused	Kevin Austin, Ernest Lankford and Mark Jones	
Staff/Guest Attendance	Kathy Payne, Executive Director Terry Daniels, Executive Assistant who recorded the minutes Allison Winters, Head Start Program Support Coordinator Yolanda Lytton, Migrant Head Start Program Coordinator Tommy Eads, Weatherization Director	
Agenda Topic	<b>Call to Order</b>	
	Due to Committee Chairman Kevin Austin and Committee Vice-Chair Ernest Lankford not being present; Dr. Stevens called the meeting to order noting <b>there was a quorum met with 5 of 8 members present.</b>	
Agenda Topic	<b>Approval of Minutes</b>	
	The minutes from the April 19, 2018 meeting will be approved at tonight's Board meeting. Dr. Stevens mentioned the minutes were in the board packet and asked if there were any changes or questions. There were none.	
Agenda Topic	<b>Monitoring and Training</b>	
Discussion	<p><b><u>Program Monitoring and Training Report</u></b> Kathy said the monitoring and training reports were mailed out in the board packet, and unless you have any questions she has nothing to add. Mike Crouse said there's a lot of training listed in the report and Dr. Stevens agreed. Dr. Stevens asked how long they trained and Kathy said most of the time its approximately 6 hours to allow commuting time.</p> <p><b><u>April 13<sup>th</sup> &amp; 17<sup>th</sup> PTRC Monitoring Results – Yadkin Senior Centers</u></b> Kathy said on page 21 of your committee packet is the official letter from PTRC with the results of our monitoring of the Yadkin County Senior Centers. The letter describes in detail what areas were tested and on page 23 it states there were no findings. On page 24 there was one recommendation going forward to ensure all senior centers offer to make tax assistance referrals for clients.</p> <p><b><u>April 17<sup>th</sup> – 18<sup>th</sup> Weatherization Assessment Results</u></b> Kathy said on page 25 of your committee packet is a letter from NC Environmental Quality, and asked Tommy to report on the findings. Tommy said the monitoring did not cover any of the homes in Rowan County. There were 7 findings. We appealed 4 of them and 3 were reduced from a finding down to a trend for concern, leaving a total of 4 findings.</p> <p>One of the findings resulted from the owner's cats tearing holes in the duct work. Eddie asked if the duct work was like an insulated fiber board and Tommy said it's very flexible with a wire mesh on the inside of it and has R8 insulation that's very easy to tear especially with cat claws.</p> <p>Mike Crouse said he loves that the staff tries to be perfect and works very hard, but if the monitors</p>	

	<p>really want to find something they can find something.</p> <p>Tommy passed around a recent customer satisfaction survey that he received from a customer in Rowan County who said a lot of very nice things about the staff and program. Mike Crouse said he was proud and it all started right here in this committee.</p> <p>Tommy said we have our new budget for next year and our contract requires us to do 56 houses with 21 of them in Rowan County. We're going to be able to amend our budget in January by another \$70,000. Tommy asked if there were any questions and there were none.</p>
<p>Agenda Topic</p>	<p><b>Development</b></p>
	<p><b><u>Regular &amp; Migrant Head Start Monthly Reports</u></b></p> <p>Allison said on pages 9-12 of the committee packet is the Head Start monthly reports. She wanted to update the committee on the progress of the Yadkinville site and that it was going great, They are looking forward to having an Open House in late July and opening up for the children on August 20, 2018. The media would be there and they would love to have board representation at the open house. Allison said enrollment is going well for the new year.</p> <p>Yolanda said on pages 13-20 of the committee packet is the Migrant Head Start monthly reports. Yolanda said they opened the program on June 13, 2018 to serve migrant and seasonal children. Today she has 37 children enrolled and was under the impression she could serve 41 children and just found out yesterday she was expected to serve 47 children since that was the number the program met last year.</p> <p>Yolanda said everything is going well and all her positions at present are full and the bus routes are going really well. Yolanda said the Migrant Head Start program will be entering into a new 5-year grant period as of November 1, 2018.</p> <p>Yolanda explained the East Coast Migrant Head Start (ECMHS) used to have a 25-30-page assessment that was required to be completed, but this time they only requested a seven-page detailed Community Assessment Survey report on seasonal and /or migrant families. The survey wanted to know the number of farms in the area that our families are working for, an estimated number of workers and children that come from those farms and if they meet seasonal or migrant status, the months of work they're employed for those employers, and the name of the farms the workers come from. There were also asked to do a survey of child care in the area and were asked to look at the Head Start program and the services they provide, as well in-home day cares, church daycares, and pre-school that's offered by the public schools. During the survey's they were asked to take a look at the pros and cons these programs were able to offer compared to the Migrant Head Start program. Some of the pros were her staff being bilingual and knowing the culture, the hours of operation and that we provided transportation for our children. Some of the cons were: the cost is enormous to our families, staff not available to speak the language, lack of cultural differences, operational hours because our families work sun up to sun down, and transportation barriers for other Migrant Head Start programs. The East Coast Migrant Head Start Program (ECMHS) needed the seven page detailed Community Assessment Survey returned back to ECMHS by June 30, 2018. Yolanda asked if there were any questions, and there were none. Dr. Stevens asked for a motion to approve the Migrant Head Start Community Assessment.</p> <p><b>Motion by Shelby Johnson to approve the Community Assessment Survey</b>  <b>Second by Wayne Frye</b>  <b>Motion carried</b></p>

	<p><b><u>Agency Vision Statement</u></b> Kathy apologized for not including the Agency Vision Statement in the committee packet and proposed to table this item for the next meeting.</p> <p><b><u>Strategic Plan &amp; Community Action Plan (CAP) – Progress Update</u></b> Kathy distributed a handout “2016-19 Strategic Plan Progress Report”. A few years ago, the Office of Economic Opportunity (OEO) reorganized and issued standards that appear to closely model the Head Start standards. All monitoring, assessment findings lead us in the development of our CAP and our Strategic Plan. In the plan, we had 5 goals with our most recent progress updates in April 2017, October 2017, and June 2018. The most recent progress updates are in green font on the handout (see attached)</p>
Other	<ol style="list-style-type: none"> <li>1. Kathy passed around pictures of new decals that will be put on our new buses to inform the community of the variety of programs offered through YVEDDI, and it’s free marketing.</li> <li>2. Red Cross is having a Blood Drive at YVEDDI on July 11, 2018 and everyone is invited to give.</li> </ol>
Next Meeting	Thursday, August 23, 2018 @ 5:00 PM
Meeting Adjourned	<p>Dr. Stevens asked for a motion to adjourn the meeting.</p> <p><b>Motion by Eddie Harris to adjourn</b> <b>Second by Mike Crouse</b> <b>Motion carried</b></p> <p>Meeting Adjourned at <u>5:30</u> PM</p>
Minutes Recorded By/Signature	Terry Daniels