



Planning & Evaluation Committee Minutes

April 25, 2019	5:00 PM	District Office
Committee Member Attendees	Mike Crouse Wayne Frye Eddie Harris	Shelby King Dr. Edward Stevens
Excused	Kevin Austin, Mark Jones and Jamie Yontz	
Staff/Guest Attendance	Kathy Payne, Executive Director Terry Daniels, Executive Assistant who recorded the minutes Rhonda Wrenn, Head Start Director Yolanda Lytton, Migrant Head Start Coordinator	
Agenda Topic	Call to Order	
	Due to Committee Chairman Kevin Austin not being present, Dr. Stevens called the meeting to order noting there was a quorum met with 5 of 8 members present.	
Agenda Topic	Approval of Minutes	
	The minutes from the February 25, 2019 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	Monitoring and Training	
	<p><u>Program Monitoring and Training Report</u> Kathy said the monitoring and training report was mailed out in the board packet for advance review. She offered to go over it or answer any questions. Dr. Stevens asked for questions and there were none. Dr. Stevens asked for a motion to approve the Program Monitoring and Training reports.</p> <p>Motion by Mike Crouse to approve the Program Monitoring and Training reports. Second by Wayne Frye Motion carried</p>	
Agenda Topic	Development	
	<p><u>Regular & Migrant Head Start (HS) Monthly Reports</u> Head Start Director Rhonda Wrenn said her monthly reports were also sent out in advance and in your packet. She offered to answer any questions and there were none.</p> <p>Rhonda added that this week she has had her program specialist Lola Montgomery from Atlanta with her visiting our Head Start centers. She's done some interviews with board, staff, and parents. She's met our policy council folks, our management staff, and she's not doing any federal monitoring. She's just getting a feel for the program. Lola is the person that reviews our HS grants and passes it on to the higher ups for approval and she's coming to our Board meeting tonight. She wanted to see how our Board meeting is conducted. Kathy added</p>	

this is the first non-monitoring federal visit we've had in 10 years. Rhonda said the visits are usually for monitoring and they come out with their check list to tell you in a formal letter what's right or wrong. Rhonda said Ms. Montgomery has been extremely complimentary and very impressed with our program.

Rhonda said she also wanted to share some things people tell us about our program. Back in February one of her staff members in the Yadkinville center brought her a letter. This letter was from a neighbor of the Yadkinville site named Mr. Doug Lawrence. He came by the center to tell the staff he was glad Head Start was in the facility instead of someone that would trash the place and he's glad to see the children there having a good time. This elderly man made a point to tell the staff how pleased he was to see that Head Start has rejuvenated the facility and made it a good place for the children and community.

Rhonda said she has a compliment form and a complaint form that she makes available in every facility we have. These forms are available to every parent that walks through the door and they're hanging on parent boards, in the family advocate's office. Rhonda brought a compliment form and shared it with the committee. The form was from parent at the Jones center in Mt. Airy. The parent stated her child started the program and knew she had a lot to learn and knew it would take some time but what I didn't know is how fast she would learn it. My husband and I would work with her but she never seemed to want to pay attention but after two weeks of being in Ms. Flippens' class that all changed. She was so excited when she came home to show us she knew how to write her name after not knowing how to write any of her letters much less hold a pencil. Amelia can now write her whole name, she knows all of her letters and can count to 100. If it wasn't for Ms. Flippen this wouldn't have been so easy for her. From the times I have spent in the classroom and seen how patient and interactive she is with the students; I will always be grateful for what she has done for my son Rylan and my daughter Amelia. Rhonda said we get notes like this from our parents and occasionally we do get a concern but she wanted to share the positive feedback.

Yolanda Lytton said they have continued training, and this is their off-season, but as Kathy mentioned, there have been a lot of webinars and skyping to save on travel expenses and we've had several East Coast Management staff come to meet with us. We are in our heavy planning time now with new hires, returning staff, prepping for staff pre-service training and if everything goes as planned, teachers will be back May 28, 2019 and we will have them for 17 weeks. Dr. Stevens asked if there were any questions and there were none.

Yolanda shared her 2019-2020 Migrant Head Start Renewal Grant with the committee in detail with a total funding amount of \$424,245 (see attached). Yolanda said she was requesting approval to present to the full board. Dr. Stevens asked if there were any questions and there were none.

Motion by Dr. Stevens to recommend the MHS renewal grant to the full board for approval
Second by Eddie Harris
Motion carried

	<p><u>2017-2018 Agency Annual Report</u> Kathy said at the last meeting we gave you the Draft Agency Annual Report for you to take home and read. Now, we are ready for your thoughts or if you recommend any changes or additions. If there are none, we need your approval to publish.</p> <p>Dr. Stevens said you have my approval because if it starts out boring, I'm laying it down because I don't have time for boring stuff but there several things in the report that caught my eye and I read the entire report. Kathy said the staff worked hard compiling all the data and Donna Rutledge, our Communication Specialist / Receptionist has the knack for illustration and graphics to make our publications look attractive and appealing to the eye. If you follow us on Facebook and see some of the flyers, she does this work for us on daily basis; she really makes us all look good. Dr. Stevens said he likes the cover very much because it's pleasing to the eye.</p> <p>Motion by Dr. Stevens to approve the Annual Report Second by Shelby King Motion carried</p> <p>Mike Crouse said he didn't get a copy since he wasn't at the last meeting and Kathy told him we would make sure he received a copy. Kathy said we would send Rowan County Manager a copy of the Annual Report per Eddie's request. Eddie also recommending mailing hard copies to City, Town, and County Managers in all Counties.</p>
Other	<p><u>Community Assessment and Strategic Plan</u> Kathy discussed the most recent Community Assessment and presented a draft Strategic Plan. This is our opportunity for the Board and staff to identify and unify our goals and strategies to take us forward in the next three years. She invited additions or changes to the plan.</p> <p>Eddie asked if the plan was for all the programs and Kathy said yes, it's for the whole agency. However, we have some program grants that also require program specific plans, such as Head Start, Migrant Head Start and CSBG. Considering Medicaid Managed Care (MMC) is coming down the pike and the fact that we do not yet have the visibility to know how MMC is going to impact our services, this can be a draft. Kathy said she's been talking to our committees about our plan becoming a working document to be updated as we learn more about MMC.</p> <p>Members reviewed the plan and Mike Crouse said he doesn't see anything more that you could add at the current time; Dr. Stevens said the specifics will work themselves out; Eddie said it's clear, understandable and very practical. Mike said he liked it and Dr. Stevens said it liked because you can relate to it. Eddie asked if Rowan County needed to be included. Kathy said she would send the Rowan County Manager and Town Officials a copy.</p> <p>Dr. Stevens asked for a motion to approve the Strategic Plan.</p>

	<p>Motion by Mike Crouse to approve the Strategic Plan Second by Wayne Frye Motion carried</p>
Next Meeting	Thursday, June 27, 2019 at 5:00 PM
Meeting Adjourned	<p>Dr. Stevens asked for a motion to adjourn the meeting.</p> <p>Motion by Wayne Frye to adjourn Second by Dr. Stevens Motion carried</p> <p>Meeting Adjourned at 5:45 PM</p>
Minutes Recorded By/Signature	Terry Daniels