



Mid-Cumberland Community Action Agency Policy Council Meeting

A Policy Council meeting of Mid-Cumberland Community Action Agency was held on November 17, 2022 at Mid-Cumberland Community Agency Central Office in Mt. Juliet, TN. The meeting began at 11:20AM and was presided over by Brooke Johnson.

Attendees

Members in attendance: Brooke Johnson, Amanda Garey, Crystal Brewington, Tiffany Chandler, Rachel Crouch, Kemilah Locke, Jennifer Sensing, Danielle Frazier, Jennielisse Guzman, Frank Ivey, Trumeko Foxx

Alternates in attendance: Priscilla Roberts, Samantha Williams

Members in virtual attendance: Brittany Baney, Susan Victory

Guests in attendance: Jason Stewart, Carisa Moody, Shannon Brawner, Jessica Yeomans, Amy Call, Sandi Cummings, Lori Reed

Members/Alternates not in attendance: A'Kira Lawrence, Blake Douglas, Misty Sullivan, Chaniqueka Farmer, Erin Boothe, Sharlicia Young, Shanesha Kirk, Jennifer Davis-Carter

Trainings

Robert's Rules of Order/Orientation led by Shannon Brawner. Governance/By-Laws led by Carisa Moody

Committee Meetings

The Nominating Committee reviewed results from the Policy Council Interest Forms to determine a slate of officers for the 22-23 Policy Council. The committee used experience in clubs, organizations and/or hobbies along with previous Policy Council experience to make their recommendations. The Finance Committee discussed the program budget. Head Start and Early Head Start is currently within budget. The CACFP budget is over due to the rising cost of food. The HS or EHS budget will need to absorb the remainder. The committee reviewed an enrollment reduction application. If approved, the enrollment reduction would begin next program year. The Personnel Committee discussed staffing and credentials at several of our locations. Baseline assessments results were shared. 50% of the children in our program are meeting/exceeding expectations across all areas of development. This information came from observations between August and November. The Program Planning Committee discussed the Change of Scope Conversion Application. If approved, the change of scope would begin next program year. The Family and Community Partnership Committee discussed various recruitment ideas that can be implemented across the agency.

Business Meeting Called to Order

Brooke Johnson moved that the meeting be called to order at 11:20 AM.

Establish a Quorum

- There is a Quorum
 There is not a Quorum & this is an informational meeting only

Committee Reports

Nominating Committee Report was given by Samantha Williams
Finance Committee Report was presented by Danielle Frazier
Program Planning Committee Report was presented by Brooke Johnson
Family and Community Partnership Committee Report was presented by Rachel Crouch
Personnel Committee Report was presented by Priscilla Roberts

Director's Report

Director's Report presented by Carisa Moody

Action Items

Approve Typed Minutes from October 20th Meeting
Approve Recommended Slate of Officers
Approve October Financial Report
Approve October Credit Card Statements
Approve Enrollment Reduction Application
Approve Change of Scope Conversion Application
Approve Jason Stewart as Executive Director

Main Motion Action Items

Motion to approve minutes from October 2022 meeting as presented:

Moved by Rachel Crouch.
Seconded by Danielle Frazier.
The motion carried.

Motion to approve recommended slate of officers as presented:

Moved by Rachel Crouch.
Seconded by Tiffany Chandler.
The motion carried.

Motion to accept the financial statements for October 2022 as presented:

Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Motion to accept the credit card statements for October 2022 as presented:

Moved by Rachel Crouch.
Seconded by Tiffany Chandler.
The motion carried.

Motion to accept the Enrollment Reduction Application as presented:

Moved by Jennifer Sensing.
Seconded by Rachel Crouch.

The motion carried.

Motion to accept the Change of Scope Conversion Application as presented:

Moved by Rachel Crouch.

Seconded by Danielle Frazier.

The motion carried.

Motion to accept Jason Stewart as Executive Director as presented:

Moved by Rachel Crouch.

Seconded by Danielle Frazier.

The motion carried.

Announcements

Our Next Policy Council Meeting will be held on December 15th, 2022 at 9:30 AM. Location to be determined.

Business Meeting Adjourned

Brooke Johnson motioned that the meeting be adjourned.

Moved by Rachel Crouch.

Seconded by Danielle Frazier.

The motion carried.

Meeting adjourned at 12:19pm.

Chair Signature _____

Date of approval _____

Secretary Signature _____

Date of approval _____



**MID-CUMBERLAND
COMMUNITY ACTION AGENCY**
Helping people. Changing lives.

HEAD START/EARLY HEAD START

NOVEMBER 2022 DIRECTOR'S REPORT

ENROLLMENT

MONTH	HEAD START (705 Funded Slots)	ENROLLMENT %	ATTENDANCE Goal: 85%	EARLY HEAD START (112 Funded Slots)	ENROLLMENT %	ATTENDANCE Goal: 85%
September	589	83.54%	84.39%	89	79.46%	81.86%
October	601	85.25%	84.19%	94	83.93%	82.82%

TOTAL MEALS SERVED				INCOME Goal: <10% of enrolled		DISABILITY Goal: > 10% of enrolled	
MONTH	BREAKFAST	LUNCHES	SNACKS	101-130% POVERTY	>130% POVERTY	SUSPECTED	IEP/IFSP
September	6,865	6,858	1,023	40	47	22	48
October	5,616	5,518	801	5.17%	6.07%	2.69%	5.88%

ERSEA (ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE)

Enrollment for the month of October is 85.07% with a total of 695 students enrolled. Overall attendance for the agency for the month is at 84.00%, which is an increase from September. The top three reasons for absences for each program are outlined in the table below.

	Early Head Start	% Early Head Start	Head Start	% Head Start
Illness/Health Condition	102	38.49%	667	45.04%
Other*	66	24.91%	249	16.81%
No Answer, Left Message			138	9.32%
Transportation	35	13.21%		

* therapy, caregiver kept child home, caregiver/sibling sick, lack of sleep, with other parent, vacation, no aftercare etc

The sites have continued to recruit in their respective communities. Events such as Fall Festivals, Trunk or Treats, Trick or Treating on the square, Touch a Truck event, and Health Fairs have allowed the staff to make lasting connections with our community while recruiting children and families for our program.

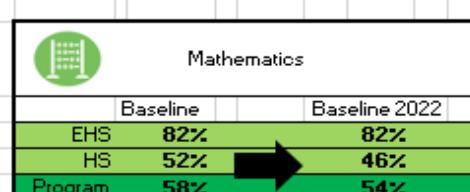
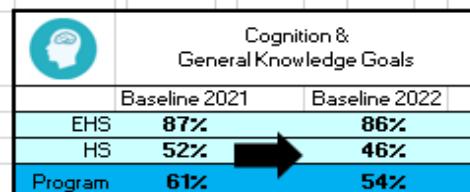
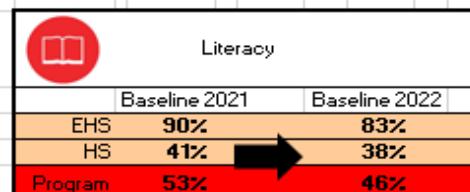
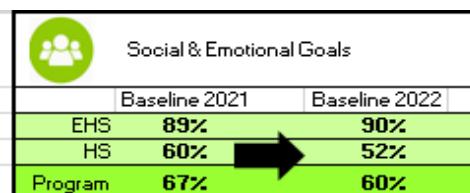


HEAD START/EARLY HEAD START

NOVEMBER 2022 DIRECTOR'S REPORT

EDUCATION

The month of October was a busy month for teachers as they completed their baseline assessments on the children in their class and shared children's progress during 2nd Home Visits with their families. Our program assessment data shows that 50% of our children are meeting or exceeding expectations across almost all areas of development. The chart below shows a comparison of our programs baseline data from 2021 and our baseline from this year for Head Start and Early Head Start. The baseline data for both years is very similar and we expect to see lots of growth in all areas.



There was also a lot of fun had during the month of October! Several sites took field trips to pumpkin patches or nearby parks. Also, many sites held fall festivals for students and families. Some had games and activities set up outside. Some did crafts and explored the insides of pumpkins in the classroom. Murfreesboro Head Start even had enough pumpkins donated for every child to take one home!



Woodbury's EHS classroom's field trip to the pumpkin patch.

Trousdale Head Start and Early Head Start's field trip to the pumpkin patch.



HEAD START/EARLY HEAD START

NOVEMBER 2022 DIRECTOR'S REPORT

SUCCESS STORY

A child in our Robertson County PreK Partnership program received a vision screening in August. This is one of the screenings all Head Start programs are required to complete within the first 45 days of a student's enrollment. The young boy failed the vision screening test. The Family Service & Health Specialist followed up with the family. She helped them locate a doctor who is bilingual and who accepts their insurance. The family was very thankful and expressed their comfort in knowing their son could be seen by a doctor who spoke their home language. His parent said, "I am so glad that my son received the help he needed!"

MENTAL HEALTH AND DISABILITIES

The Mental Health Team welcomes a new Mental Health Consultant, Kelly Moore, to our Head Start family. She has a natural joy and passion for supporting others as it relates to social and emotional development. We have started our visits to sites to support our staff, children and families and promote positive mental health and wellness.



DID YOU KNOW?

The Head Start Performance Standard 1302.45(a)(2) requires programs to secure mental health consultation services on a schedule that is frequent enough to ensure the consultant is available to partner with staff and families in a timely and effective manner.

HEALTH

During the month of October, the Health & Nutrition Team has been focused on completing the Child and Adult Care Food Program (CACFP) Monitoring of all our center based sites. The requirement from the state Department of Health is that we complete 3 site monitoring visits per application year. Two of those should be unannounced. The visits cannot be more than 6 months apart. We were able to complete the first round of site monitoring visits by October 31st. We had no findings at any site.

All sites are at various stages of implementing Family Style Dining, meaning some have just begun introducing it with maybe passing the rolls (mostly Early Head Start), while others are full-on family style with children passing all items and helping to set tables. Below you will find a picture of Rose Hill Early Head Start serving themselves while eating lunch.



Our Dietician, Dee Harwood, will complete the next monitoring visits as announced visits in February. She will be available to parents and staff for discussions about nutrition and healthy eating during early childhood. She will also be prepared to train at parent meetings and follow up on our children that are above 85% for BMI (Body Mass Index) and below 5% BMI.

HEAD START/EARLY HEAD START

NOVEMBER 2022 DIRECTOR'S REPORT

IN-KIND

Here is a look at our In-Kind totals we have generated for the month of September:

- Time:
Early Head Start- \$7,455.14
Head Start- \$31,206.29
 - Services/Materials/Supplies:
Early Head Start- \$3,118.45
Head Start- \$18,768.49
 - Space:
Early Head Start- \$800.00
Head Start- \$75.00
- Grand Total- \$ 61,423.37

We hope to continue to see our In-Kind increase each month. Please spread the word that we love volunteers and donations. Also, any suggestions you have to help generate more In-Kind is greatly appreciated!

PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT)

During the month of October, the Family Service Advocates hosted Fall Festivals at their centers. This provided an opportunity for parents to be engaged with their children while volunteering for activities during the festival. Parents took advantage of this opportunity to volunteer by assisting with games, making posters, cleaning up, preparing food samples, prizes, setting up and taking down activities for the festival.

A few of our sites partnered with the Community Service Division to provide the opportunity for Head Start families to see MCCAA as one agency with the desire to provide wrap around services to promote self-sufficiency. They provided games and activities for the children while also signing parents up for programs such as LIHEAP and other agency services. Working with the Outreach Specialist will continue to build agency trust within our Head Start families which will provide a valuable resource as families leave the Head Start program.



HEAD START/EARLY HEAD START

NOVEMBER 2022 DIRECTOR'S REPORT

POLICY COUNCIL

Policy Council met October 20th, 2022. The training provided by Carisa Moody focused on Program Planning/Policy Council Elections and HS Performance Standards.

The Finance Committee discussed July, August, and September financial report and credit card statements. The program is within budget. Some line items are more than we would expect, such as EHS Supplies and playground equipment due to the delayed shipping. It led to the expense being allocated to this fiscal year. Building supplies and food costs have increased. This will be addressed with a Change of Scope application the Finance Committee will bring before the Council at the next meeting. We have spent less ARP funds than projected on retention bonuses due to staffing. The Finance Committee will ask the Council to approve a revision to the policy so that the staff receive what has not been spent.

The Personnel Committee discussed staffing at several of our locations. The committee also discussed a change to the 401K Savings Plan. Previously an employee could only enroll during the two scheduled enrollment periods each year following one year of employment. With this update, an employee is eligible to contribute as soon as the payroll following 90 days of employment. MCCA will begin to pay the 5% contribution the payroll following one year of employment. The committee discussed the Remote Work Policy and Procedures. Staff must have been employed for six months by MCCA and have a satisfactory performance record. No one will be required to work from home, it is just an option for staff assigned to the Mt. Juliet office in the Admin, Finance, Head Start and Community Service divisions.

The Program Planning Committee viewed a video put together by Amy Call that highlights Head Start/Early Head Start. The group felt this video would be great as a recruitment tool.

The Community Relations Committee discussed Head Start University trainings and kickoff. Photos from several HSU Kickoffs were shared.

With a voting quorum, items approved were July, September and October's minutes, financials and credit card statements. Additionally, the new 2022-2023 Policy Council Members, School Readiness Goals, 401K Policy and Remote Work Policy were also approved. The meeting was led by Policy Council Chairperson, Brooke Johnson. After the meeting adjourned, the outgoing Policy Council members were recognized for their service with a certificate and a wonderful lunch at Cheddar's.

