

CCDP Head Start  
**POLICY COUNCIL MINUTES**  
Tuesday, October 20<sup>th</sup>, 2020

**Voting Members Present:**

Twilla Dowell (CR) Emily Nestel (CR) Erin Leach (CR) Kerri Shaylor (CR) Kelly Carneval  
Catisha Pinnock Greg Niznek Renee Engo Mary Broyan Catherine Marengo

**Others Present:**

Becky Aardweg Cassie Weaver Heather Wolfe Lisa Brelsford Vanessa Troup Martin Parr  
Audrey Ruiz

**Absent:**

\*Mary Millham \*Rebecca White \*Rose Stolz

(\*) denotes excused absence

(CR) - Community Representative

**WELCOME**

The regular meeting of the CCDP Head Start Policy Council was held on October 20<sup>th</sup>, 2020 via Zoom video chat. Chairperson Martin Parr called the meeting to order at 10:15am. Martin introduced himself to new members. Prior to the meeting on Zoom, new members were asked to sign the Confidentiality Agreement and the Code of Ethics Policy. Martin explained in detail what both of those documents were and why they needed to be signed prior to our meeting. A quorum was present.

**REPORTS FROM POLICY COUNCIL OFFICERS:**

**Approval of the Minutes:**

Chairperson Martin Parr gave everyone the chance to review the September 2020 minutes and asked if there were any corrections to be made. No changes were made. A motion to accept the minutes was made by Renee Engo and was seconded by Erin Leach. It was voted on and approved.

**Parent Fund:**

The parent fund report was submitted for members to review. Items have been purchased for upcoming parent group meetings. The report was included in the packet.

**Treasurer's Report:**

The cash and credit reports were submitted for review. In Kind amounts were as of September 30<sup>th</sup>. A motion to approve the Treasurer's reports was made by Twilla Dowell and seconded by Kelly Carnevale. It was voted on and approved.

**COMMITTEE REPORTS:**

**Personnel**

Vanessa Troup submitted her Personnel Status Update report. There were three new hires and one re-hire included in the update. A motion to approve the Personnel Status Update was made by Renee Engo and seconded by Erin Leach. It was voted on and approved.

## **CCDP BOARD & ADMINISTRATIVE REPORTS**

### **CCDP Board Liaison Report:**

Twilla Dowell reported that the Board has approved surveillance equipment for building entrances. The company to do the installation will be Innotek.

### **STAFF REPORTS:**

#### **Administrator:**

Cassie Weaver submitted her reports. Cassie introduced herself to new members and gave a brief overview of what her role is at Columbia Child Development Program. An Information Memorandum was included. Cassie reported that children returned to the classrooms on September 21st. There are open positions agency wide to be filled. She reported that the Office of Head Start (OHS) will be doing their monitoring reviews virtually for the 20-21 program year because of COVID-19. Her report was included in her packet.

#### **Mental Health Manager:**

Heather Wolfe submitted her report. Heather introduced herself to new members. Heather noted that we now have 10 Behavior Support Staff (BSS) in our center-based classrooms. There is still an open position for a BSS in Berwick. She noted that Mental Health Observations and Consultation are scheduled to take place in October and November. Her report was included in the packet.

#### **Education Manager:**

Rose Stolz submitted her report. Rose was absent for this meeting. Martin Parr explained to members what Rose's position was at our agency. Her report was included in the packet.

#### **Family Engagement Manager:**

Lisa Brelsford submitted her report. Lisa introduced herself to new members. Lisa noted that Parent Groups have been taking place via Zoom and they are going well so far. She gave members an overview of Positive Solutions for Families and mentioned that we are taking in signups for Tree Fest. Her report was included in the packet.

#### **Family Services Manager:**

Mary Millham submitted her report. Mary was absent for this meeting. Cassie Weaver took the chance to inform members about Mary's role at Head Start. She mentioned that we are currently at 78% of enrollment. She mentioned to members that typically our agency should be at 85% but with COVID this year, the OHS is not enforcing the same enrollment policies as they were before COVID. Currently, CCDP Head Start allows 10 children in center-based classrooms. Her report was included in the packet.

#### **Health/Nutrition Manager:**

Becky Aardweg submitted her report. Becky introduced herself to new members. She noted that screenings are being done. She asked if members had any questions about her report, no members had questions. Her report was included in the packet.

#### **Education and Disabilities Manager:**

Rebecca White submitted her report. Rebecca was absent for this meeting. Martin Parr gave

members a chance to review her report. No questions were asked about it. Her report was included in the packet.

### **PARENT GROUP REPORT BENTON**

Lisa Brelsford gave members a summary of what Parent Group does and had Catisha explain what was done at the Benton Parent Group meeting. Catisha explained that at the Parent Group meeting, they discussed ideas for activities and funding for supplies to purchase for those activities. The Parent Group reports to Policy Council were included in the packet.

### **OPEN DISCUSSION/QUESTIONS:**

None

### **NEW BUSINESS:**

#### **Policy Council Training Information**

Lisa Brelsford invited members to join in on the Zoom chat for the Policy Council Training. She explained what the training was about. Members reviewed the flyer that was given to them and no vote was needed.

#### **Committee Sign Ups**

Lisa Brelsford had most members sign up for a committee via email before our Policy Council meeting. Lisa reviewed each of the committee descriptions with members and gave some the chance to sign up for something if they hadn't already done so. No vote was needed.

#### **Nomination of Officers and Liaison**

Erin Leach nominated herself for the Vice Chairperson position. Martin Parr nominated himself for the Chairperson position. Kelly Carnevale nominated herself for the treasurer position. No one was nominated for the Policy Council Liaison to the Board or for Secretary. Nominations were closed at this time and a vote to accept the nominations was made by Twilla Dowell and seconded by Mary Broyan. The nominations were voted on and approved.

#### **Training on Budget**

Dorothy Starr presented her training on the budget. She explained that Head Start is funded federally and through HSSAP funding as well. Dorothy explained that the agency does get an audit done each year by an independent auditor. Her report was included in the packet and no vote was needed.

#### **Community Assessment Update**

Cassie Weaver submitted the Community Assessment Update for the 19-20 program year. She highlighted the biggest change our agency has changed which was that we are no longer serving children in Sullivan County. In the health portion, she noted that there was an increase in weights in children throughout the agency. The assessment was included in the packet. A motion to approve the Community Assessment was made by Twilla Dowell and seconded by Kelly Carnevale. It was voted on and approved.

#### **Community Representatives**

New community members were introduced to Policy Council. Kerri Shaylor who works for Columbia County Children and Youth and Emily Nestel who works for the Bloomsburg Women's center were both brought on as new members. A motion to accept these two new community members was made by Kelly Carnevale and seconded by Catherine Marengo. It was voted on and approved.

**Agency Annual Report**

The Agency Annual Report was included in the packet. Members had a chance to review the report. A motion to accept the Agency Annual Report was made by Twilla Dowell and seconded by Catherine Marengo. It was voted on and approved.

**CLOSING:**

**Next PC Meeting:**

The next Policy Council is scheduled for November 17<sup>th</sup> via Zoom.

**Adjournment:**

Chairperson Martin Parr closed the meeting at 11:55 am. A motion to adjourn the meeting was made by Kelly Carnevale and seconded by Erin Leach. It was voted on and approved.

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Policy Council Signature

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Date