



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director Meeting Minutes
Wednesday, May 17, 2017
Three Rivers Community Action, Inc.
1414 North Star Drive, Zumbrota Minnesota

Members Attending: Heather Robins, Julie Steberg, Brian Goihl, Mark Thein, Dave Windhorst, Ekta Prakash (on phone), Jo Anne Krier, Barney Nesseth, Eileen Wallace, Abdullah Hared

Staff Attending:

Jennifer Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Jane Payton, Head Start Director
Colleen Hansen, Family Advocacy Services Director
Leah Hall, Community Development Director
Donna Stamschror, Support Staff Coordinator
Dawn Tommerdahl, Parent, Family and Community Engagement (PFCE), Mental Health and School Readiness Coordinator

Members Excused: Ruth Boudet, Galen Malecha, Alicia Norton, Jody Schwarzhoff

Call to Order: Meeting was called to order by Chair Heather Robins

Determination of a Quorum: Quorum was met

***Approval of the April 19, 2017 meeting minutes (enclosed in agenda packet)**

Mark Thein made a motion to approve the April 19, 2017 minutes, Dave Windhorst seconded, motion unanimously approved.

***Approval of the May 17, 2017 agenda (enclosed in agenda packet)**

Eileen Wallace made a motion to approve the May 17, 2017 agenda, Julie Steberg seconded, motion unanimously approved.

Case of the Month – Jamie Gonzalez-Diaz, Bilingual/ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) Coordinator (enclosed in agenda packet)

Jane Payton said Jamie was awarded the 2017 Minnesota Head Start Heroes Award in the Head Start individuals who have become leaders in the local community category. Jamie shared her story of being a single mom of two boys and how she heard about Head Start from a financial worker. Jamie went to work and discovered she had a gift for

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languages and became fluent in Spanish. Later she began working at Three Rivers in the Energy Assistance Department, moved on to the clerical department, and later Head Start. Jamie credits the Head Start teacher she was working with for teaching her self-advocacy skills and believing in her when she did not believe in herself.

Jane said the teacher Jamie is talking about is Marin Rodewald who is now a Goodhue-Wabasha Head Start County Coordinator.

Director's Report

1. Federal budget – Congress passed a spending bill for the remainder of the fiscal year. The federal programs we administer have bi-partisan support in Congress. CSBG (Community Services Block Grant), Energy Assistance, Weatherization, and housing programs held steady, and Head Start had a small increase for a COLA. The budget process will start over again as the new fiscal year approaches on October 1.
2. State budget – We continue to watch the budget process for the next 2-year state budget. Spending bills passed by the legislature are being vetoed by Governor Dayton, and both sides will continue to negotiate. The deadline is next week – May 22. If a budget isn't reached, they will need to pass a budget in special session by July 1 or there will be a government shutdown. Based on what we have seen so far, we are hopeful that most of our programs will stay at current levels. We continue to watch for changes to early childhood funding and are hopeful that we may see an increase in the Community Action Grant.
3. Needs Assessment and Strategic Planning – we have selected Brenda Holden to help us facilitate our needs assessment and strategic planning process. This will happen in two phases, starting with an all-staff visioning session happening this Friday. The Needs Assessment will happen this summer, and roll into strategic planning in the fall. We will also be including a customer satisfaction segment with the survey instrument.
4. Head Start – We will be adding a classroom in Faribault, so we will be leasing additional space in Town Square in August. Longer term, we are talking with the school district about partnering with them on an early childhood center that would include Head Start. The school board is working toward going out for a referendum for the project this fall. We have been working with the school district more and more, and it would be ideal if we could lease space from the school district. Space is an issue for every school, but it makes

sense to work together with the school district. It is only preliminary talks at this time but as we get more information we will let you know.

5. Cannon Falls Rotary project – The CF Rotary is hosting a week-long youth camp this summer where youth and adults will fix-up 70-80 homes in the community. Three Rivers helped identify clients who may need assistance, and working with the planning committee to see if we can help out by providing some transportation during the week.
6. Training – I attended the Midwest Community Action Association new executive director training, where new directors from five states are participating in a twice a year, 2-year curriculum.

Jenny was asked about the new executive director training. She said it was very beneficial. There was one day on CSBG requirements, and an orientation on ROMA (Results Oriented Management and Accountability) and ROMA next generation which will be required next year.

7. Outreach – I continue to get out to all of our Three Rivers offices, meet with community partners, and setting up meetings with board members.

***Policy Action Items**
Consent Agenda

- A) April 2017 Financial Reports – (enclosed in agenda packet)
- B) Mutual of America April Monthly Reports – (enclosed in agenda packet)
- C) Credit Card Expenses Summary (share at meeting)
- D) Contracts, Awards & Contributions
Received
 - HUD - \$173,807 – continuation of RHASP Program
 - U.S. Department of Health and Human Services, Administration of Children and Families – \$682,693 – renewal of Federal Head Start grant to serve 169 federally funded children – 50% of grant has been awarded.

Not Received

- None

- E) Grants & Requests Submitted or to be Submitted
- SNAP Outreach and Application Assistance Application renewal to OEO to be submitted June 16th - \$25,000 - to conduct outreach to identify persons in need of and eligible for SNAP assistance and to help them apply using paper applications or the on-line application portal.
 - Affinity Plus Foundation - \$10,000 – support for Emerging Markets program.
- F) Monitoring Visits and Reports
- Minnesota Department of Transportation - Public Transit 2015 Operating Review – Letter dated April 18, 2017 for financial review completed in March. (enclosed in agenda packet)
 - Minnesota Department of Transportation - Public Transit 2016 Bus Purchase Review – Letter dated April 27, 2017 for financial review completed in April. (enclosed in agenda packet)

There was a question regarding the Head Start grant and that 50% of the grant has been awarded. Why 50%? Jane explained that it is due to administrative issues at DHS. We were awarded the entire grant. No cuts. It is not a congressional issue, the money is just delayed.

Brian Gohl motion to approve the May Consent Agenda, Eileen Wallace seconded, motion unanimously approved.

***Individual Action Items**

- A) Community Services Block Grant and Minnesota Community Action Grant – Every two years, Three Rivers submits its application and plan for CSBG and MnCAG to the state Office of Economic Opportunity. The grant amounts are allocated based on state and federal funding levels. The estimates for 2018-19 are \$520,715 per year. A table showing the statewide allocation is included in a table in the packet. The grant will be submitted on June 7, 2017. (enclosed in agenda packet)

The chart shows what everyone one will get. Our base funding level is high because of our population. Our award is going up. The estimates do not include any increase from state if they restore cuts during the budget process. Contract starts July 1. The final Community Action Plan, where we set program and ROMA goals, is due in September will be brought to the board at that time. We have talked to OEO (Office of Economic Opportunity) about putting aside some resources to do a pilot program based on the results of the needs assessment that we have started, and they are ok with that. They will be at our office next week for a monitoring visit.

Eileen Wallace made a motion to submit the Community Services Block Grant and Minnesota Community Action Grant, Adbullah Hared seconded, motion unanimously approved.

B) Community Development Project/Program Proposals – May 2017 (enclosed in agenda packet)

Leah Hall said the housing projects go in once a year in June and is always an exciting time for Community Development. The document Leah reviewed is a summary of what we are applying for. While reviewing the Homeownership Programs she added that we had a site visit with the Otto Bremer Foundation last week. We will be applying for \$50,000/year to also help us enhance this program. The site visit went very well. Leah said the Capacity Building Project is a new pilot where we will be looking for ways to integrate services with housing. Leah asked if there were any questions, there were none.

Mark Thein made a motion to approve the applications for the Community Development Projects and Program Proposals, JoAnne Krier seconded, motion unanimously approved.

C) Minnesota Head Start Grant – to be submitted in June for July 1 program year – estimated \$441,840. Provide Early Head Start service for 10 children aged birth – 3 years old, and regular Head Start to 39 children aged 3 – 5.

Jane said this is \$15,000 more than last year.

Mark Thein made a motion to submit the Minnesota Head Start State Grant, Dave Windhorst seconded, motion unanimously approved.

Policy Discussion Items

A) Dawn Tommerdahl, Parent, Family and Community Engagement (PFCE), Mental Health and School Readiness Coordinator - Annual Report on Head Start (enclosed in agenda packet)

Dawn's PowerPoint presentation has been updated since it was sent out last week. Donna will email the revised version to everyone after the meeting.

The School Readiness Goals were distributed and Dawn reviewed. Dawn said she usually does this presentation in the fall and includes family information and how that connects. Teachers are just wrapping up parent conferences so we do not have that data yet. Dawn presented the data.

She said we set our standards high for our kids. Our teachers, families and students did great.

Dawn was asked how we assess Social/Emotional? She explained that there are eight different things that teachers look at such as: do they interact well with their peers, how do they calm themselves, can they establish a relationship with an adult. Do other programs lag in math? Dawn said yes. Jane added we have a math training for staff coming up in the fall.

Dawn had questions to ask the board for our self-assessment. She will be asking the Policy Council the same things at their next meeting.

Four year old child outcomes over time. As you look at each domain, what do you notice about where children enter in the fall and where they exit in the spring?

- They are worse in the fall and better in the spring.
- Each year they kind of enter at the same place.

Outcomes for first year four year olds versus second year four year olds
What do you expect to see?

- Second year four year olds come in at a higher rate versus first time four year olds.

After we look at the charts – what did you notice? Was your prediction correct? What conclusions can you draw from the data?

- The ones who are in it for one year have not caught up in any area, but they have closed the gap.
- In the winter the kids who were here for one year are only slightly higher than the kids in the fall who are returning to us.
- Data shows that being in Head Start, and I would guess any really good preschool program, has a serious impact on a child's developmental growth and educational preparedness which will carry over for a long time. Researchers have always said the best investment the state could ever make with its money is in early childhood education.

Dawn said next year we will have kids who came into our program during the year when they turned three. We have a child who turned three in October and was able to get in Head Start, he will have been with us almost three years. Next year we can add the kids who were here more than two years and see the difference. Jane said it will be interesting to see where Early Head Start children are when they enter the program.

Cumulative attendance & outcomes for four year olds

90% = chronic absence = 116 days (of 128) = missing 1 day every 3 weeks
(Attendance Works)

What relationship do you expect to see between attendance and outcomes?

Why is preschool attendance important?

- Sets the tone for their schooling.
- I would think attendance helps with the developmental aspect of the curriculum but also a chaotic home life would drag a child down. Chios at home will have an impact on their attendance. Dawn added that good attendance can be a buffer from the chaotic home.

Home language, race/ethnicity and child outcomes (four year old)

What language group do you expect to do the best? English

After looking at the data, what surprised you?

- The gap is not that big between the languages

What important story do these results tell?

- If the child was in Head Start and does not speak English they will still be ready for kindergarten.
- It will have an impact on programming, who we hire, what the qualifications are, and training.

Family outcomes & child outcomes

What relationship do you expect to see between these two data sets?

After looking at the charts, what does the data tell us?

- We have to remember we are working with families with lower incomes to begin with so housing stability isn't always there. Sometimes educational levels of parents isn't always there and sometimes it is. In a household where there isn't enough money, it creates a lot of tension and anxiety, and the possibility of not having enough food, now all of that has a tendency to make emotional family life unstable because of all those factors, not because parents are bad people. So a child is growing up in that environment and if that child is anxious because the home environment is anxious for all those, then they are going to have difficulty with the social emotional development piece and, therefore, in learning.
- We define stable in our heads based on our own experience, we want to be clear about the fact that our job here is working with lower income families and there are a lot of things outside the peoples control or choice.

Dawn reviewed the types of family goals set. She thanked everyone for their support.

B) Jane Payton, Head Start Director – Training on Performance Standards (enclosed in agenda packet)

This PowerPoint has also been updated since it was sent out last week. Donna will email out to everyone after the meeting.

The new performance standards have come out. Performance Standards are the foundation of how we run our program to provide quality service. The first standards came out in 1998. In 2007 congress said they needed to be updated. Over the years they were amended over and over and people new to Head Start did not know the amendments were there. In September of 2016 they finally came out. This training is to inform the Board and Policy Council of the standards, and particularly highlights the changes.

The new standards give us a little more flexibility on how we run our program. The biggest change is that the new standards support full day preschool. We will be running full day in Faribault and Northfield next year. Over the next five years we are to increase our full day gradually until we are 100% full day. Money was set aside for this in the Obama administration. Jane said the Center Parent Committees meet five times a year. Each meeting has a theme: open house, math, literacy, mental health, and transition to kindergarten.

When Jane showed the slide on education services she said we have two coaches on staff, Marin Rodewald and Sharon Wolf. They use data that we collect on how we did during the school year and plan trainings accordingly. Jane said children are screened in their home language.

We reserve six slots for homeless children and can offer to another child if not filled in 30 days.

If a child does not show up for school we have to call the family in one hour for child safety. We expect 85% attendance.

If anyone wants the full standards, copies are available.

Questions:

How does it work together with ECFE? We are a separate program from Early Childhood Family Education. That is state funded and we are federal and state funded. Some Head Starts collaborate with ECFE.

What communities do we have Head Start in? Red Wing, Faribault, Northfield, Wabasha, and Zumbrota. We do bussing from Kenyon, Wanamingo, Pine Island, Goodhue, and Mazeppa to the Zumbrota Center. In Wabasha we bus kids in from Plainview, Lake City, and Elgin. We do try to serve the rural children by bussing them in.

How many children do we serve? We serve 208 children and 10 early Head Start which is Birth to Three. That is the home visiting program.

Advisory Committees

- A) Head Start Policy Council will meet on June 20, 2017
- B) Hiawathaland Public Transit Advisory Council met on May 11, 2017

Jenny was at the meeting. She said the two bids that we received for the building in Plainview have been rejected by MnDOT. MnDOT gave us a one year extension on the building so we now have until the end of 2018 to get it done and they are revising the documents to do architectural and engineering proposals first and later bids for construction. That is how we wanted to do it all along and is a much better way.

Date, Time and Location of Next Meeting: 9:00 a.m., June 21, 2017 in the Zumbrota office conference room.

Adjournment

Mark Thein made a motion to adjourn the meeting, Abdullah Hared seconded, motion unanimously approved.



Chair

June 21, 2017

Date