

Community Action Team  
Child and Family Development Programs  
Policy Council  
March 8, 2017 Meeting Minutes  
10:30 – 2:00  
Bagels by the Sea 210 S. Holladay Dr. in Seaside, OR 97138

Present: Heather McVay – Tillamook; Erica Stone– Tillamook HB; Jan Jackson – Seaside; Rayna Soto – Astoria; Ashley Chicoine – Seaside; Trish Dickerson – Seaside; Trisha Brown – St. Helens; Shawnee Dunaway – Clatskanie; Elizabeth Ricker – Clatskanie; Jenn Rau – Vernonia; Dan Brown; CAT Executive Director; Joyce Ervin – Head Start Director; CAT; and Dawn Crawford – Area Supervisor; CAT

Ashley Chicoine agreed to take minutes

10:35am – Call to Order – Establish Quorum – Quorum Established

Minutes of last meeting – Action Item: Heather moved and Ashley seconded. Minutes approved.

- ERSEA Training provided to Policy Council (see power point) Discussion:
  - Updating ERSEA training for staff to meet the new performance standards.
  - Will include Dignity and Respect section.
  - Falsified eligibility information consequence statement for staff on form 1-55 but not for parents.
    - Brainstorming what consequences for parent would look like: Parents could have to wait to re-apply, don't select, or give parents a second chance to provide correct information. Do not want to deny a child entry as it is not the child's fault.
  - Interview/Recruitment process and forms used.

**ACTION ITEM:** Revise Health History – Admin/Leadership team

11:50am – 12:22pm Lunch

- Voted on location for April and May meetings. All agreed to meet at Bagels by the Sea. April meeting was moved to April 19<sup>th</sup>.
- Job Descriptions: reviewed changes to job descriptions:
  - Assistant Teacher
  - Court Parenting Specialist
  - Healthy Families Program Manager
  - MIECHV & HF Supervisor
  - Teacher
  - Work Study Assistant

**ACTION ITEM:** Review job descriptions further – Policy Council. Tabled the vote to approve job descriptions until April 19<sup>th</sup> meeting.

- **Program goals** were shared and reviewed. Will continue to review program goals, analyze data and report outcomes. Child data and progress on goals will be presented at the April meeting.
- **Make Up Class Days:** Discussed options for making up class days. Joyce explained that the regional office cannot grant exceptions, has to go to the federal level. We have to develop a plan according to the budget.

**ACTION ITEM:** Joyce and Ginger will look over the budget to see if it can support extending days at the end of the year or another option. Decision will be finalized by the April meeting.

- Reports: Centers reports were given
- CAT Board Report
  - Director Report presented

Adjournment at 1:30

Minutes taken by Ashley Chicoine and typed by Dawn Crawford