



January Policy Council Meeting Minutes

Date: January 3, 2024

Attendance: Tabytha Carr, Amy Wible, Cassie Fishel, Anita Asemota, Christine Henfling, Liz Kelly, Tishawna Aljoe, Miranda Oquendo, Ashley Kephart, Tessa Folino, Ashley Cali, Tiffany Ricotta, Heather Webber, Lindsey Long, Destiny Nies, Ashley Collins, Jessica Bloom

Absent: Danielle Wever, Jill Stewart, Misty Dickson, Robin Shomo, Stephanie Athorn, Tasha Rocky

Notice of Quorum: A quorum was present.

Meeting Called to Order: 12:04PM

Community Meeting

Meeting Rules:

- Respect others' opinions and suggestions.
- Listen with an open mind.
- Allow participants the opportunity to speak and finish their thoughts.
- Begin/end meetings on time.
- Be attentive at the meeting (limit cell phone use, avoid "side-bar conversations", stay focused).

Seating of new members: Miranda Oquendo, Lindsey Long

A Motion to accept the new members was made by Ashley Kephart. Second by Heather Webber Motion carried.

New Business:

Full Enrollment Initiative

Amy Wible explained that Federal Regional Specialists notified all agencies that had enrollment 97% or below that they were part of the full enrollment initiative. We have a plan

that we must work on for the next 12 months to reach full enrollment. She explained initiative applies to both Early Head Start and Head Start.

The template provided by Regional Specialists was used and shared with representatives. It was explained that we did not need to use this template, we could create our own.

Amy Wible discussed the Head Start Enrollment plan which has 3 focus areas. 1. Service area-looking at data to see if children are in the areas, we provide services. Do we need to look at moving classrooms or opening new classrooms in other areas. 2. Transportation-we know that many families require transportation for their child to attend class. 3. Other-Childcare-we know that many families need childcare, before and after preschool hours. How can we work collaboratively with daycare providers to enroll additional children into our services.

Amy also discussed that our Federal Grant for Head Start is due in the Spring. We need to look at ways to reach full enrollment for this school year but also changes we may need to make with our grant for ongoing years.

A motion to accept the Head Start Underenrollment Plan was made by Tessa Folino. Second by Ashley Kephart. Motion carried.

Amy explained that this will be an ongoing topic to be discussed at ongoing Policy Council meetings.

Tiffany Ricotta discussed the Early Head Start Enrollment plan which has 3 focus areas. 1. Service area-looking at data to see if children are in the areas, we provide services. 2. Saturation of Service Areas-areas are heavily loaded with service providers which provide similar services. 3. Workforce-staff turnover, families not wanting to start over with new home visitors, wages.

A motion to accept the Early Head Start Underenrollment Plan was made by Ashley Collins. Second by Heather Webber. Motion carried.

Adjournment: 1:09PM

Next Meeting: January 16, 2024 at 12:00pm.

Respectfully Submitted By: Tabytha Carr

Administrative Office
50 Bigler Road • PO Box 319 • Bigler, PA 16825
Phone: (814) 342-5678 • (800) 525-5437
Fax: (814) 342-2755
www.cenclear.org

Mental Health Office
PO Box 319 • Bigler, PA 16825
580 Old Route 322 • Philipsburg, PA 16866
Phone: (814) 342-5845 • (877) 341-5845
Fax: (814) 342-0532
www.cenclear.org