Call to Order:
In the absence of Chairperson, L. Mack, Vice Chair Imani McHenry called the meeting to order at 6:09 pm. All members present will be voting. D. Phoenix will be voting for C. Brewer.

A roll call and found there was a quorum. A quorum, as defined by the by-laws, is at least one-third of members present; a minimum of 50% of attending members are parents; and at least one parent from each county is present.

Meeting Minutes:
The minutes of the regular February 17, 2024 meeting were reviewed.

- **A. Collumss moved to approve the February meeting minutes, C. Fleener 2**
  
  Minutes were approved.

Monitoring:
I. Monitoring Report
   A. 284 of 337 (84%) slots were filled as of 2/29/24. There has been no change since last month. Two classrooms remain closed – one at Carbondale and one at Marion.

   B. Carbondale has 24 vacancies and one closed classroom that accounts for 17 of these slots. 6 children are pre-enrolled. Logan has one open slot that cannot be filled due to child behavior. Marion has 28 slots and one closed classroom accounting for 18 of those slots and 2 pre-enrolled. Murphysboro is fully enrolled.

   C. Program-wide average daily attendance was 84.67%.
D. 46.9% of absences were due to illness, most of which were respiratory-related. Lack of family transportation was the second greatest reason for child absence.
E. CACFP reimbursements were $32,173 in February -- $12,493 more than February 2023.
F. Dr. Cripps is providing dental treatment for seven children between now and the end of the year.
G. The number of family referrals in Marion and Murphysboro is low.
H. Staff are receiving more wounds, most of which are bites.
I. Data from the new standards of conduct checklist show all classrooms were monitored with two requiring follow-up and support. The program will monitor that this is corrected in next month's monitoring report.
J. The program has served 28 of a cumulative enrollment of 320 of children with documented IEPs, this is 8%. There are 9 more children in the referral process. We are on track to meet the 10% disabilities requirement.
K. 43.25 hours of support was provided by the Mental Health Consultants in February.
L. There are several outstanding performance evaluations that L. Maue is addressing.

II. Budget
A. Total Basic expenditures through February 2024 totaled $2,861,463.28, or 64.5% of the budget, leaving a balance of $1,614,032.
B. The budget amendment request was approved to move $127,300 from construction to personnel.
C. The Training and Technical Assistance expenditures totaled $39,921. As of today, all funds have been spent.
D. The program has generated 110.5% of its required in-kind. This is a direct result of the modification of the homework sheet and is great news.

III. University Credit Card (p-card)
A. January p-card charges totaling $11,071.68 were reviewed.
B. Charges were for the purposes of registration fees for training (purple), purchasing food for centers (green), and classroom supplies (yellow)
   – C. Phoenix moved to approve the February p-card charges, D. Phoenix 2nd. P-Card charges approved.

Old Business:
I. Under-enrollment Plan
A. The program is executing its under-enrollment plan to ultimately be fully enrolled by September 30, 2024.
B. An enrollment reduction request was submitted last month, and the program is proceeding as if it will be approved.
C. Given funding, a staff member will be hired in June for the sole purpose of recruiting staff.
D. Program representatives will attend the John A. Logan career fair next week. This is normally a great event for recruiting teacher assistants with an associate’s degree in ECE.

II. FA2 Review
   A. Notification was received that our federal onsite review will be the week of April 15.
   B. This is a normal component of the five-year project period and not the result of the recent deficiency.
   C. The review team would like to meet with as many Policy Council members as possible prior to the next regular meeting on April 15, 2024 at 5:15 pm. Child care will be provided, and the meeting should last about 30 minutes.
   D. CLASS video reviews have all been collected, submitted, and accepted. The review process takes approximately 45 days.

New Business:

I. Federal Review Finding
   A. Notification of deficiency was received on February 20, 2024 pertaining to the child maltreatment incident on October 23, 2024.
   B. This was expected given the nature of the incident.
   C. What was unexpected was the citation of the incident. Leadership was expecting a finding pertaining to the standards of conduct, but the citation centered around management systems and monitoring.
   D. The program was originally given 30 days to correct, but an extension request was submitted and approved. The compliance date is now April 10, 2024.
   E. The program responded immediately and began corrective action in November 2023.

II. Notification of Competitive Status
   A. On March 13, 2024, notification that the program will have to compete for its next five-year grant cycle was received.
   B. This is a result of the recently discussed deficiency.
   C. L. Maue anticipates the grant to be announced in August or September with a 60-day window to apply.

III. Corrective Action Plan
   A. L. Maue presented the recently modified correction action plan.
   B. The Policy Council reviewed and approved a corrective action plan in November 2024, but changes have been made based on the deficiency.
   C. Leadership received training and technical assistance around the finding and revised the CAP.
   D. L. Maue reviewed key changes and additions.
      – I. McHenry moved to approve the Corrective Action Plan, C. Fleener 2nd. The CAP was approved.
IV. Self-Assessment
   A. L. Maue presented the results of the 2023-24 self-assessment.
   B. The 15 recommendations that emerged from the process were discussed.
   C. All recommendations have been incorporated into the program's upcoming grant application.
      – I. McHenry moved to approve the Self-Assessment, A. Collums 2\textsuperscript{nd}. The Self-Assessment was approved.

V. Selection Criteria
   A. C. Lewis presented the proposed 2024-25 selection criteria.
   B. No changes were proposed for age, income eligibility, or special needs areas.
   C. Under “other factors,” having a currently enrolled sibling was added for a value of ten points.
   D. Under “other stressors,” change in family structure or crisis increased in value from five to ten points.
      – D. Wills moved to approve the 2024-25 Selection Criteria as presented, D. Golden 2\textsuperscript{nd}. The Selection Criteria document was approved.

VI. 2024-25 Continuation Grant Application
   A. L. Maue presented the 2023-23 Continuation Grant Application.
   B. Section A describes the program's goals, which will not be changed this year, and objectives to achieve goals. Objectives have been deleted if accomplished and added or modified based on self-assessment, community assessment, or ongoing monitoring data.
   C. School Readiness Goals will not be changed.
   D. The program intends to return to a 8 am to 4 pm full-day session.
   E. L. Maue reviewed other changes to program delivery.
      – C. Fleener moved to approve the 2023-24 Continuation Grant application as presented, D. Golden 2\textsuperscript{nd}. The application was approved.

II. Hires and Dismissals

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<th>CANDIDATES</th>
<th>DEGREE</th>
<th>PLACEMENT</th>
<th>BRC</th>
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<tbody>
<tr>
<td>Tara Taborn</td>
<td>Bachelors</td>
<td>CD</td>
<td>Cleared</td>
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<tr>
<td><strong>LEAD TEACHER</strong></td>
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<tr>
<td>Raul Hernandez</td>
<td>High School</td>
<td>CD</td>
<td>Cleared</td>
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<tr>
<td><strong>CHILDCARE ASSISTANT</strong></td>
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– C. Phoenix moved to approve the hires, A. Collums 2\textsuperscript{nd}. March hires were approved.
Policy Council Meeting Minutes

Announcements

- The next meeting date will be on April 15 at 6 pm. Prior to the meeting at 5:15 pm, the FA2 monitoring team will be here to meet with members of the group who can attend.

Training

- On a motion by C. Fleener, D. Golden 2nd the meeting was adjourned at 7:40 pm.

Respectfully Submitted by ______________________________
Cathy Phoenix, Policy Council Secretary