

Planning Committee Minutes May 8, 2013

MEMBERS PRESENT: Shirley Copes, Gary M. Russell, Carrie A. Roseamelia,
Beatrice Cook, Paula Freedman

MEMBERS EXCUSED: None

MEMBERS ABSENT: None

STAFF PRESENT: Joseph O'Hara, Holly Hastings, Amy Gallagher

CALL TO ORDER:

The May 8, 2013 Planning Committee meeting was called to order by Chairwoman Shirley Copes at 4:50PM.

It was noted for the record that a quorum was present.

APPROVAL OF PREVIOUS MINUTES

Paula Freedman made a motion to approve the April 2013 minutes. The motion was seconded by Gary Russell and was unanimously approved.

HS/EHS PRESENTATION

2013-2016 HS/EHS Strategic Plan

Amy Gallagher, the HS/EHS Program Improvement Coordinator, and Holly Hastings, Child Development and Health Services Manager, presented information on the proposed 2013-2016 HS/EHS Strategic Plan. There was discussion regarding the objectives, strategies, and action steps. The Committee discussed the importance of the proposed objectives being able to be measured.

The Committee, along with Ms. Gallagher and Ms. Hastings, discussed ideas for increasing parental involvement and ways to make parent/staff meetings more welcoming and convenient.

After additional discussion, on a motion by Paula Freedman, seconded by Gary Russell, the report with revisions was approved and will be recommended to the full Board for their approval.

GRANT UPDATES

Mr. O'Hara noted that the Grant Award for the Green Porous Pavement project for the Westside FRC has been approved for \$52,000.

OLD BUSINESS:

Mr. O'Hara updated the Committee on the HS/EHS and CSBG plans for managing the sequester budget cuts.

The HS/EHS plan is currently being reviewed by the regional Health and Human Services Office.

NEW BUSINESS:

No new business.

ADJOURNMENT

At 5:30 PM, Gary Russell made the motion to adjourn the May 8, 2013 Planning Committee meeting; Carrie Roseamelia seconded the motion, which was unanimously approved.

P.E.A.C.E., Inc. Recent Grant Applications

5/14/2013

<u>Funding Source</u>	<u>Project</u>	<u>Program</u>	<u>Submission Date</u>	<u>Request Amount</u>	<u>Status</u>	<u>Award Date</u>	<u>Award Amount</u>
John Ben Snow Foundation	WSFRC Summer Field Trips	WSFRC	4/1/2013	10,000	Pending		
John Ben Snow Foundation	School Based Mentoring	BBBS	4/1/2013	25,000	Pending		
Wegmans	Summer Camp Scholarships	TBD	3/7/2013	22,500	Awarded	8/19/2013	5,000
New York State Head Start Association	Best Practices in Action @ P.E.A.C.E., Inc. Head Start	Head Start / Early Head Start	3/4/2013	4,000	Not awarded		
SEFCU	SEFCU Not-for-Profit Challenge	SSFRC	2/1/2013	15,000	Not awarded		
Darden Restaurant Group	Big Brothers Big Sisters Transition to College	BBBS	11/20/2012	1,000	Not awarded		
Oswego County Youth Bureau	School-Based Mentoring	BBBS	11/9/2012	7,000	Awarded	2/6/2013	7,141
Jim & Juli Boeheim Foundation	IT Upgrades in Youth Programming	BBBS and FRCs	10/31/2012	26,808	Awarded	11/13/2013	10,000
Council of Young Philanthropists	Program Supplies for Working with New Americans	Head Start / Early Head Start	10/9/2012	5,000	Not awarded		
Rite Aid Foundation	Foster Grandparents	Foster Grandparents	9/28/2012	5,000	Not awarded		
Central New York Community Foundation	Performance Management RFP	Head Start / Early Head Start	9/28/2012	20,000	Awarded	12/18/2012	20,000
Allyn Foundation	Eastwood Exterior Repairs	Facilities	8/30/2012	94,800	Awarded		10,000
Build A Bear Foundation	Health & Wellness	Foster Grandparents	8/30/2012	5,000	Not awarded		

PEACE, Inc. Head Start/ Early Head Start 2013 – 2016 Strategic Plan

Vision	By 2016, PEACE, Inc. HS/ EHS will grow to a family-focused program striving to empower, educate and support families with designated federal funding. HS/ EHS will provide high quality school readiness, social-emotional, health, and wellness services in a safe, diverse and age-appropriate educational setting to eligible families within under-served areas of Onondaga County.
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Mission	Today's focus. Tomorrow's difference. Empowering children and families to build a foundation for education and personal success.
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Objectives	<ol style="list-style-type: none"> 1. Incorporate diversity from enrolled population into program services and activities by 50%. 2. Promote staff and family participation in health and wellness activities and behaviors. 3. Increase parent engagement by 10% each year. 4. Strengthen kindergarten readiness efforts. 5. Support children and families with strong social-emotional growth. 6. Increase money allocated for program services by 1% each year. 7. Create a safer environment for children, families, and staff. 8. Ensure program services are available to under-served areas of Onondaga County with least 6% poverty rate for pregnant women and children 0-5 years. 9. Increase community awareness and understanding of HS/ EHS program services.
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Strategies	<ol style="list-style-type: none"> 1. Increase cultural awareness and support services by providing cultural resources and materials throughout centers, hiring staff bi-lingual in common family languages, and teaching staff languages and customs of enrolled families. 2. Promote a healthy lifestyle and self-care behaviors by establishing an annual program-wide health fair for staff and families, decreasing illness with positive hygiene habits and cleaner facilities, and incorporating health and wellness topics into program activities and newsletters. 3. Increase attendance and participation by providing a welcoming environment in sites/ offices, increase volunteer workshops to show benefit of volunteering, survey caseloads for needs/ wants in the program and provide events on education outcome areas. 4. Universalize classroom resources by obtaining more specific, supportive resources for classrooms, collaborating with local Kindergarten teachers, creating resources for parents/ guardians with ideas, activities, and expectations to use at home. 5. Strengthen the quality of mental health and social-emotional services for children by increasing professional trainings on social-emotional tools already available, scheduling regular site visits from on-staff mental health providers, and utilizing community resources to provide additional mental health services to families. 6. Effective budgeting and conscious spending for use of program funding for services by decreasing wasteful spending, enhancing energy efficiency, and increasing staff awareness of material use through supply inventory, use of vendors and purchasing procedures. 7. Reduce the number of incidents and accidents by getting staff coverage with trained substitutes even when in classroom ratio, providing positive reinforcement for being pro-active, and reviewing past incident reports to prevent further issues. 8. Branch out program services to reach underserved areas by collaborating with other programs in areas where HS/ EHS is not present, moving slots to centers with longer waiting lists/ higher need, and relocating program options to reflect areas of need. 9. Promote program awareness by representing HS/ EHS at community events and fairs, and distribute agency/ program materials to staff and families with program logo and information.
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Action Steps for 2013 – 2014 Program Year

Action Plan	Action Steps	Date	Lead Staff
	1. Incorporate diversity from enrolled population into program services and activities <ul style="list-style-type: none"> • Inventory current supplies and existing resources. • Supplement existing program resources with community resources • Identify cultures/ languages in the program for families and staff • Encourage staff participation in monthly diversity meetings • Encourage parents/ community members to share their culture 		
	2. Promote staff and family participation in health and wellness activities <ul style="list-style-type: none"> • Select an annual date for a program-wide health fair • Create a wellness committee • Determine definition and for and information to measure health and wellness • Train all staff on appropriate cleaning procedures • Write health articles for program and agency newsletters 		
	3. Increase parent engagement by 10% each year. <ul style="list-style-type: none"> • Train all staff on welcoming guests. • Ensure staff introduce visiting staff at sites (staff badges) • Provide parents/ guardians training on the benefits of volunteering from other parents/ guardians • Offer parent/ teacher conferences at night as well as during the day 		
	4. Strengthen kindergarten readiness efforts. <ul style="list-style-type: none"> • Establish yearly meetings with collaborating school districts • Establish meetings between HS and school district teachers 2x/ year 		
	5. Support children and families with strong social-emotional growth. <ul style="list-style-type: none"> • Provide annual staff pre-service training focusing on social-emotional services for children • Provide follow-up training related to pre-service based on staff content area, monitor which includes aggregated data (ie. DECA results) • Provide site-based and/ or individual trainings to show correlation between social-emotional tools already available • Identify community resources 		
	6. Increase money allocated for program services by 1% each year. <ul style="list-style-type: none"> • Assess agency cell phone assignments, usage and spending • Assess program vehicle assignments and usage • Recycle at all sites/ offices • Inventory classroom supplies 2x/ year (eg. June & Dec) • Inventory storage places, including basements, closets, and staff offices 		
	7. Create a safer environment for children, families, and staff. <ul style="list-style-type: none"> • Limit "leave without pay" time for staff with designated time-off • Encourage better staff attendance with more accountability and recognition 		
	8. Ensure program services are available to under-served areas of Onondaga County with least 6% poverty rate for pregnant women and children 0-5 years. <ul style="list-style-type: none"> • Look at boundary areas to see where program options may have to change to meet areas of need 		
	9. Increase community awareness and understanding of HS/ EHS program services. <ul style="list-style-type: none"> • Collaborate more consistently with in-house PR department to inform and support community awareness • Contact event coordinators to set-up booths/ tables • Explore free/ low cost advertising options 		