



To: First Steps Board of Trustees  
From: Roger Pryor, Chair, Early Head Start Governance Council  
Date: August 11, 2016

RE: Actions of the Early Head Start Governance Council

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The SCFS Early head Start Governance Council met by teleconference on Thursday, August 11, 2016 to review and take action on three items.

- 1) **EARLY HEAD START CHILD CARE PARTNERSHIPS (ROUND TWO) APPLICATION:** As you will recall from previous Board discussions, the federal government is currently receiving applications for the second round of Early Head Start-Child Care Partnership applications. The EHS Governance Council has previously taken action approving First Steps' pursuit of Round Two grant funding, as did the full Board in June when we directed preparation and submission of this application as part of the Vision 2020 strategic plan.

On August 11, staff reviewed the agency's proposed approach, service area and proposed budget, and the Council again voted to endorse this application. Staff will review this content at the meeting on August 18.

- 2) **CONSENT AGENDA ACTION: APPROVAL OF THE EHS COMMUNITY ASSESSMENT**

Section 45 CFR 1305.3 requires that:

*Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years. The Community Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:*

- (1) The demographic make-up of Head Start eligible children and families, including their estimated number, geographic location, and racial and ethnic composition;*
- (2) Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;*
- (3) The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;*
- (4) Data regarding the education, health, nutrition and social service needs of Head Start eligible children and their families;*
- (5) The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children;*
- (6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.*

Staff have prepared a detailed, 60 page Community Assessment, which was reviewed and approved by the Council on August 11. We ask that the Board ratify this approval on August 18 as part of the meeting's consent agenda.

- 3) **CONSENT AGENDA ACTION: APPROVAL OF THE DRAFT EHS POLICIES**

As an Early Head Start grantee, SCFS is also required to create policies and procedures designed to ensure compliance with the Early Head Start Program Performance Standards. Governing Board approval is required for policy statements, each of which will be accompanied by a detailed, operational procedure. On August 11 the Council reviewed and approved 94 policies (with more anticipated in September). We ask that the Board ratify this approval on August 18 as part of the meeting's consent agenda.