

## Registered Ministry Advisory Meeting Minutes

January 16, 2019

Attendees: Robyn Chrisman, Juaneka Ennis, Jean Casmir Hill, Taryn Summers, Michelle Mallory, Barb Newton, Pamela Roadruck, Indu Samuel

Absent: Judy Ford, Mary Ann Cannon, Kimberly Steury, Deb Hughes, Cheryl McClure, Debbie Aldridge, Kathryn Singer, Lisa Bowling, Tina Howell, Christi Dolezal, Kim McVay, Barbara Fairchild

1. Kicked off the meeting for the New Year with introductions.
2. Registered Ministries – Pam
  - a. If you are looking into Paths to Quality, need any rules, regulations, or answers, please contact Pam.  
Her e-mail id is: [Pamela.Roadruck@fssa.IN.gov](mailto:Pamela.Roadruck@fssa.IN.gov) and her phone number is: (317) 232-0874
  - b. There are a few new consultants that have joined. Their names/contact information will be on the website soon.
  - c. There are 695 registered ministries in Indiana. There are 79 under the process to be opened and only 5 have been closed.
  - d. Proper “Hand Washing” procedures are very important to follow at each site to reduce the risk of passing germs.
  - e. If an epidemic breaks out at any site, please inform the State Board of Health and they can help you put a plan together for monitoring. Also, inform Pam so they can monitor it as well.
  - f. A communicable disease chart is available on the website or click on the link below:  
<https://www.in.gov/fssa/files/Communicable%20disease%20chart%202017.pdf>
  - g. If you need an exclusion or expulsion policy, your CCDF consultant can help.
  - h. Call the local Child Care Resource center if your ministry has a child with special needs or behavioral needs. They will come to your facility and develop a plan with you and the parents.
  - i. Contact Pam for a map of local CCR’s.
  - j. Pam will pass on information that we would like to have some health insurance options from the State.

### 3. Family Engagement Activities

- a. Jean shared that they send home activities for parents to do with their kids over the weekend called the “Family Fun Weekend Challenge”. They send home all the materials needed and encourage them to post pictures on social media once their activity is completed.
- b. Barb shared that the local Purdue Extension offers a family night for free where they have a “Block party” for parents and kids to work together to build with blocks.
- c. Brighter Futures Indiana (<http://brighterfuturesindiana.org>) also offers information to empower families with tips and ideas for activities to engage with their children.

### 4. Enrollment and Staff

- a. Some ideas to increase enrollment is through advertising, local Mothers Of Preschoolers (MOPS) support group, current family incentives, and word of mouth.
- b. Some ideas to find good staff is through local High School C4 programs, Ivy Tech, and current families.

### 5. The meeting adjourned at 2:00p.m.

Next meeting is scheduled for **Wednesday, April 17<sup>th</sup> at 1:00p.m.**

Respectfully submitted,

Indu Samuel