

Head Start of Washington County Policy Council Meeting Minutes

Date: November 18, 2024

Council Members Present: Aleasa Price, Alex Alcon, Mariah Ford, Cassandra Siegelstein, & Elizabeth Howe

Council Members Absent: Jasmin Moore-Mason, Markia DiPietro, Shirley Thorne, & Tamara Lloyd Owens

HSWC Staff Present: Vicki Robinson, Alicia Carter, Erica Parrotte, Laura Harbaugh, Linda Blontz, & Kaprice Vaughan-Smith

Subject	Discussion	Action
<u>Call to Order</u>	The meeting was called to order at 5:57pm.	
<u>Roll Call/Quorum</u>	Alicia took roll call. A quorum was met.	
<u>Review of Minutes</u>	The minutes for October were reviewed. Change Roll Call to Alicia instead of Tamara.	Motion to approve October minutes with one change made by Alex. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u>	The October Treasurer's Report was reviewed.	Motion to approve October Treasurer's Report made by Cassandra. Seconded by Alex. No discussion. All in favor. None opposed. Motion passed.
<u>Director's Update Monthly Reports</u>	This was through the end of September. We are fully enrolled. Drops were due to moving out of the area and Pre-K. The Wait List continues to grow. Homeless numbers were stable. Attendance was good across all centers in September, hitting our 85% mark. Home Base visits were consistent. We are transporting 154 children per day.	Motion to approve Monthly Report made by Elizabeth. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed.
<u>Finance Report</u>	This report is through the end of September. It was a normal month. In-Kind is at 55%. We have about 4 months left of our grant cycle and will need to ask about an In-Kind Waiver. Will discuss later in the meeting.	Motion to approve Finance Report made by Cassandra. Seconded by Alex. No discussion. All in favor. None opposed. Motion passed.

<p><u>Head Start Happenings</u></p>	<p>Alicia went over the upcoming Head Start Happenings.</p> <ul style="list-style-type: none"> - 11/20 – PBIS 9:30a-11a - 11/21 – Bee Thankful Event 4:30p-6:30p - 11/25 – BOD Meeting 12p-2p - 11/27 – Closed to all students except Elgin - 11/28 & 11/29 – Agency Closed - 12/3 – Health/Mental Health Services Advisory Committee Meeting 10a-11a 	
<p><u>New Business Community Assessment Update</u></p>	<p>We do a full community assessment every five years (due in 2025). This is the annual update and includes items such as demographics, population, number of families living in poverty, etc. We are seeing a growing number of refugees applying. The unemployment rate is down a little but homelessness has increased slightly. Opioid overdoses and obesity are also tracked.</p>	
<p><u>PIR Data Presented</u></p>	<p>This was tabled until next month.</p>	
<p><u>MH Services</u></p>	<p>Kaprice (Behavior Health Manager) explained mental health services and our PBIS initiative. PBIS has a table at all HSWC events as well as Bulletin Boards and newsletter articles for both staff and families. We also have a Mental Health Consultant that has partnered with us for 20+ years. Staff took de-escalation training this year and a Crisis Management Procedure is being written. We work to support our staff, children, and families.</p>	
<p><u>Self-Assessment Review</u></p>	<p>Erica had a few updates regarding Self-Assessment. It is required in the Performance Standards, but also helps us maintain a quality program. We look at all services areas. Every grant cycle has a new set of goals. This is the last year of our current five-year grant. We have an annual self-assessment meeting in June during Leadership Planning Days. Some achievements this year include: Change in Scope, AEDs at each site/training, quality</p>	

<p><u>Advisory Committee</u></p>	<p>improvement initiatives, increased attendance, PBIS, & staff wellness.</p> <p>There are three advisory committees: Health/Nutrition, Mental Health, & School Readiness Ed. Advisory. Alicia distributed a document describing each committee and encouraged PC participation.</p>	
<p><u>In-Kind waiver Request</u></p>	<p>Vicki explained the process for requesting a non-Federal share waiver and discussed the reasons why HSWC will not meet it's required amount for in-kind for this fiscal year. The amount of In-Kind dollars we need continues to grow each year but our means of earning them does not grow at the same rate. Volunteer hours from families have been a big focus for us over the past year and we are beginning to see an impact with increasing monthly totals. However, the Office of Childcare continues to make volunteering in classrooms very difficult for parents and since our Change in Scope last program year, we reduced our slots so there are about 100 less families to submit in-kind hours. Finally, we have also seen a reduction in our fair market rent values that we are able to count for the space owned by community partners. All of these reasons lead us to an overall shortfall of about 16%.</p>	<p>Motion to approve In-Kind Waiver as presented made by Cassandra. Seconded by Alex. No discussion. All in favor. None opposed. Motion passed.</p>
<p><u>Staff PTO Payout</u></p>	<p>Our policies state that we will pay unused PTO for staff at the end of the fiscal year at a rate of 80%. The finance office reviewed remaining funds as well as remaining staff leave time and Vicki requested that staff be paid 100% of remaining PTO. We have done this for many years. It is a way we can compensate staff as many are unable to use all of their leave time.</p>	<p>Motion to approve Staff PTO Payout as presented made by Cassandra. Seconded by Alex. No discussion. All in favor. None opposed. Motion passed.</p>
<p><u>Budget Modification Request – Memorial Blvd. HVAC</u></p>	<p>Anytime we have a new expense (not a repair) that exceeds \$10K, we need approval by BOD, PC, & the Regional Office before making the purchase. The Memorial Blvd. HVAC unit is on the verge of breakdown.</p>	

