## Head Start of Washington County Policy Council Meeting Minutes

Date: September 16, 2024

**Council Members Present:** Tamara Lloyd Owens, Aleasa Price, Shirley Thorne, Elizabeth Howe

**Council Members Absent:** Casey Jones

**Prospective Members Attending:** Alex Alcon, Markia DiPietro, & Cassandra Siegelstein

**HSWC Staff Present:** Vicki Robinson, Alicia Carter, Erica Parrotte, Rhonda Smith, Laura

Harbaugh, & Linda Blontz

Subject	Discussion	Action
<u>Call to Order</u>	The meeting was called to order at 6:00pm.	
Elect New Members/Discuss Roles of Officers	Five new parents were voted in as Policy Council members: Alex Alcon, Markia DePietro, Cassandra Siegelstein, Mariah Ford, & Jasmine Moore Mason. Mariah & Jasmine were not in attendance but were excused for this meeting.	All five new members were voted in successfully one at a time by voice vote.
Roll Call/Quorum	Tamara took roll call. A quorum was met.	
Review of Minutes	The minutes for June were reviewed. There were no changes.	Motion to approve June minutes made by Shirley. Seconded by Aleasa. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u>	The June Treasurer's Report was reviewed.	Motion to approve June Treasurer's Report made by Elizabeth. Seconded by Shirley. No discussion. All
<u>Director's Update</u> <u>Monthly Report – Mini</u> <u>Training</u>	Vicki explained the Monthly Report and its purpose. She reviewed the report through the end of July. Numbers were lower over the summer because only EHS and the	in favor. None opposed. Motion passed.
	summer session HS classes were open.	Monthly Report made by
	Drops in summer are typically high as we find out children will be attending Pre-K or	Monthly Report made by Aleasa. Seconded by
	have moved out of the area. The monthly attendance goal is always 85%. Sickness and other factors greatly affect attendance.	Shirley. No discussion. All in favor. None opposed. Motion passed.

#### <u>Financial Reports – Mini</u> Training

Rhonda reviewed the Financial Report through the end of July and explained its purpose. Our fiscal year runs February 1 through January 31. Rhonda gave an overview of what is contained in the report. For In-Kind, we have to match all of our Federal dollars; for each Federal dollar, we have to match a quarter. Our total In-Kind is at 40.8%, which is a little under where we should be. Our vehicle expenses in July were higher than normal due to transportation bus inspections. Our newly awarded COLA is included in this report.

Motion to approve July Finance Report made by Aleasa. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.

#### **Head Start Happenings**

Alicia went over the Head Start Happenings.

- 9/18 PBIS Meeting 9:30am-11 Shriver
- 9/30 BOD Meeting 12pm-2pm virtually
- 10/3 Volunteer Training
- 10/9 ED Advisory 8am (POSTPONED)
- 10/10 Fall Fest

Laura explained why we have Volunteer Training. The Office of Child Care (OCC) has regulations regarding volunteers in classrooms and within buildings for extended periods of time, longer than just dropping a child off. All volunteers have to have a medical clearance and background check, like staff. This is for the safety of the children. Our volunteer training is led by an education manager.

### New Business Audit Presentation

Rhonda explained the annual audit process. There were no findings on the 23-24 Audit Report. Rhonda briefly went over the report, showing the different items that are looked at and required, such as: internal financial controls, In-Kind, child care vouchers, all federal dollars received, etc.

### Parent Survey Presentation

Postponed until next month's meeting.

### Agency Goals/Self-Assessment

Erica said part of the Office of Head Start (OHS) Performance Standards is Self-Assessment, an annual and ongoing evaluation of the program's goals. This

includes Admin, staff, parents, BOD, PC, & community partners. Erica shared the current Self-Assessment document and explained how it is set up, including: goals, objectives, barriers, progress, & improvements. This document is also used as our Strategic Plan. We are on our last year of our 5-Year Grant cycle. We will be making new goals next year. Future possible goals are: security, IT support, updates to performance standards, etc.

#### **Personnel Update**

Linda gave the personnel update.

- New Hires MLK Program Assistant-Health, MLK Teacher, Elgin Cook, Shriver TA, & Part-Time Bus Driver
- Retirement Elgin Cook to Substitute
- New Positions Classroom Support
- Interviews this week Homebased Teacher, MLK TA, & Substitute

# Old Business Summer Review Policy and Procedures

Alicia said PC met in August to go over the documents and make any updates. She previously emailed the final documents and passed out the signature pages at this meeting. Alicia will share MHSA Program Governance Training dates when she receives them. HSWC will pay for those trainings for PC members. The documents voted on were: Confidentiality Policy, Conflict of Interest, Standards of Conduct, Roles of Policy Council Member, By-Laws, Shared Governance Plan, Parent Reimbursement, & Budget Narrative.

### Upcoming Election of Open Offices

Alicia said typically in May we elect officers so they are already in place for the new program year, however, there were only a few able to return.

Aleasa – Chairperson

Shayna – Vice Chairperson – she is now a HSWC staff member and cannot serve. Secretary/Treasurer - open We will have 3 officer positions available next month. Information will be sent out

and we will vote at next month's meeting.

eight documents listed to the left as presented made by Aleasa. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.

Motion to approve the

<u>Members</u>	
Next Meeting Octobe	14, 2024 at 5:30pm at Shriver
Docum - Agend - 06102 - Budge - Copy o - Duties - HSWC - Parent - PC By PC Tre - Roles - Shared	Meeting adjourned. No motion.  Meeting adjourned. No motion.