

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.	
<u>Elect New Members/Discuss Roles of Officers</u>	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.
<u>Roll Call/Quorum</u>	Tamara took roll call. A quorum was met.	
<u>Review of Minutes</u>	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 in favor. None opposed. Motion passed.
<u>Director’s Update Monthly Report – Mini 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 summer session HS classes were open. Drops in summer are typically high as we find out children will be attending Pre-K or have moved out of the area. The monthly attendance goal is always 85%. Sickness and other factors greatly affect attendance.	Motion to approve July Monthly Report made by Aleasa. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.

<p><u>Financial Reports – Mini Training</u></p>	<p>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.</p>	<p>Motion to approve July Finance Report made by Aleasa. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.</p>
<p><u>Head Start Happenings</u></p>	<p>Alicia went over the Head Start Happenings.</p> <ul style="list-style-type: none"> • 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 <p>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.</p>	
<p><u>New Business Audit Presentation</u></p>	<p>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.</p>	
<p><u>Parent Survey Presentation</u></p>	<p>Postponed until next month’s meeting.</p>	
<p><u>Agency Goals/Self-Assessment</u></p>	<p>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</p>	

<p><u>Recognize Outgoing Members</u></p> <p><u>Next Meeting</u></p> <p><u>Meeting Adjourned</u></p>	<p>Alicia recognized outgoing PC members.</p> <p>October 14, 2024 at 5:30pm at Shriver</p> <p>The meeting was adjourned at 7:20pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Agenda September 16, 2024 - 061024 Policy Council Minutes - Budget narrative Fiscal year 2 24 to 1 25 - Copy of Jul 24 HS and EHS Combined Budget - PC - Duties of Policy Council Officers - HSWC 23-24 Monthly Report – 07-24 - Parent Reimbursement Policy 2024 - PC By-Law 2024 Updated - PC Treasury September 16, 2024 - Roles of a Policy Council Member 2024 - Shared-Governance Confidentiality Policy 2024 - Shared-Governance Conflict of Interest Policy 2024 - Standards of Conduct 2024 	<p>Meeting adjourned. No motion.</p>
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