

Head Start of Washington County Policy Council Meeting Minutes

Date: February 14, 2022

Council Members Present: Eva Gillard, Tacy Myers, Tonnie George, Lauren Row, Brandy Shrader-Hargett, & Karla Delauter

Council Members Absent: Lakeisha Thrower, Kisha Sanders, & Ashton Tingley

HSWC Staff Present: Vicki Robinson, Erica Parrotte, Laura Harbaugh, Linda Blontz, Alicia Carter, & Teri Jo Matthews

Subject	Discussion	Action
Call to Order	The meeting was called to order at 5:04pm.	
Roll/Quorum	Alicia took roll. A quorum was met. An email will be sent to Kisha & Ashton for missing two meetings, unexcused. They may have to be removed from the PC.	Motion to approve December minutes made by Eva.
Minutes	The minutes from the December meeting were reviewed. There were no corrections or changes.	Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
Treasurer's Report	The Treasurer's Report was reviewed. Budget remaining is 93%.	Motion to approve Treasurer's Report made by Eva.
Director's Update Monthly Report	Vicki reviewed the Monthly Report through the end of December. Enrollment is holding steady. EHS is fully enrolled. HS has 47 open slots, however 30 of those are for the unopened classroom at MLK. There were few children dropped and some new applications received. Homeless numbers remain the same. Attendance was discussed including the impact of Winter illnesses and COVID.	Seconded by Karla. No discussion. All in favor. None opposed. Motion passed.
		Motion to approve Monthly Report made by Eva. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.

<p>Finance Reports</p>	<p>Vicki reviewed the Financial Reports through the end of December. The In-Kind Waiver was submitted. Approval has not come yet but is expected. There was no change in CRRSA spending as that is to be used for Summer Programming. We used a little of the ARP Funds for salaries for positions such as temperature takers and COVID-related positions, PPE, & air purifiers. We will talk about utilizing these funds more in the Spring for possible minor renovations.</p>	<p>Motion to approve the Financial Reports made by Eva. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Refunding Application Update</p>	<p>Vicki said this was due in November, for the new budget year. It was approved and we have received half of the funds. The other half will arrive around the mid-year point.</p>	
<p>Vaccination Mandate Update</p>	<p>Vicki said we have now passed the vaccine deadline. We have 92% of staff fully vaccinated. Only three staff resigned and there are a few religious and/or medical exemptions.</p>	
<p>1303 Mortgage Refinance Application Update</p>	<p>Vicki said an electronic vote was sent out previously to members. The selection of the lender was approved for First United as they had the better interest rate. We will be refinancing over the next couple of months. We are waiting for the bank to give us more official documents to submit to OHS. It will take approximately 3-4 months to receive approval.</p>	
<p>Head Start Happenings</p>	<p>Alicia reviewed Head Start Happenings: 2/21 – HSWC closed for Presidents’ Day 2/28 – BOD meeting 3/03 – Mental Health Advisory</p>	
<p>New Business Self-Assessment</p>	<p>Erica reviewed the new and improved Self-Assessment process. Typically, meetings take place in March but will be held during planning days in June this year. We will be sharing data collected on a monthly basis. During Planning Days, we will</p>	

	<p>discuss improvements for next school year, goal progress, changes needed, etc.</p>	
<p>PBIS Update</p>	<p>Laura reiterated our agency-wide PBIS slogans: Be Kind, Be Safe, Be Positive. We have had staff training for PBIS strategies, environments & transitions, teaching children friendship skills, and partnering with parents. Upcoming for PBIS are pyramid module training for new staff, coaching to align to PBIS strategies, and review of PBIS with staff during PD days. Our ongoing PBIS efforts include: PBIS corner in the newsletters, PBIS Team meetings monthly, overall awareness, and staff theme days. We are also requesting parent involvement through "Love Letters," which is sending words of encouragement to staff (teachers, bus drivers, etc.)</p>	
<p>Old Business</p>	<p>None.</p>	
<p>Personnel Update</p>	<p>Linda reported that we have hired a bus driver and a full-time permanent substitute. Additional projected new hires include: Noland Pre-K teacher, Shriver-part-time classroom support, classroom/bus aide, bus driver, resource assistant, and FA. We have scheduled interviews for Elgin-teacher assistant, MLK-classroom/bus aide, Home base teacher and two bus drivers and substitutes. The last few weeks have been positive in moving forward with people accepting offers.</p>	
<p>Next Meeting</p>	<p>March 14, 2022 – 5pm – virtually.</p>	
<p>Meeting Adjourned</p>	<p>The meeting was adjourned at 5:37pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Agenda February 14, 2022 - 011022 Policy Council Meeting Minutes - PC Treasury February 14, 2022 - HSWC 2021-2022 December Monthly Report - Dec 21 HS and EHS Combined Budget – PC 	<p>Motion to adjourn made by Eva. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed</p>