

# Head Start of Washington County Policy Council Meeting Minutes

Date: March 20, 2023

**Council Members Present:** Elizabeth Howe & Tonnie George

**Council Members Absent:** Shirley Thorne, Brandy Hargett-Shrader, Lauren Row, Tamara Lloyd, & Lacey Appiah

**HSWC Staff Present:** Vicki Robinson, Alicia Carter, Laura Harbaugh, Tammy Keener, Cindy Perkowski, Linda Blontz, Erica Parrotte, & Teri Jo Matthews

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	The meeting was called to order at 5:13pm	
<b>Roll/Quorum</b>	Only two PC members were in attendance. A quorum was not met. An electronic vote will take place this week after the meeting for ERSEA documents to include the selection criteria and recruitment plan. Also prior to the next meeting, an electronic vote will be needed for the Change In Scope, COLA and Quality Improvement requests. All other voting items were tabled until the April Meeting.	
<b>Minutes</b>	Tabled until April meeting.	
<b>Treasurer's Report</b>	Tabled until April meeting.	
<b>Director's Update Monthly Report</b>	Tabled until April meeting.	
<b>Finance Report</b>	Tabled until April meeting.	
<b>Change In Scope</b>	To be completed via electronic vote.	
<b>Head Start Happenings</b>	Alicia gave updates for March: 3/27 – BOD Meeting 3/31 – Classes Closed 4/6 – Classes Closed except Elgin & EHS 4/7 & 4/10 – Spring Break	

<p><b>New Business ERSEA Updates &amp; Training</b></p>	<p>To be completed via electronic vote.</p>	
<p><b>COVID Mitigation Plan</b></p>	<p>Erica explained that this COVID Mitigation Plan replaces the COVID Pandemic Procedure. It has been completed and submitted to OHS. This plan must be evidence-based and a layered approach that can be scaled up or down depending on community metrics. We are hoping to continue to see low COVID numbers. The Health Services Advisory Committee did review this policy and all were in favor.</p>	
<p><b>School Readiness Report</b></p>	<p>Tabled until April meeting.</p>	
<p><b>Standards of Conduct</b></p>	<p>Tabled until April meeting.</p>	
<p><b>Old Business</b></p>	<p>None.</p>	
<p><b>Personnel Update</b></p>	<p>Linda gave the Personnel Update. Resignations – 1 MLK Cook, 1 Noland TA, 1 Noland Cook, &amp; 1 FT/FY Classroom Aide</p> <p>Transitions – 1 Shriver Kitchen Assistant to Noland Cook</p> <p>New Hires or Projected New Hires – 2 Substitutes, 1 Elgin TA, 1 FT/FY Classroom Aide, &amp; 1 Shriver Classroom/Bus Aide</p> <p>Open Positions – 1 Bus Driver, 1 MLK Cook, 1 Shriver Classroom/Bus Aide, 1 FT/FY Classroom Aide, 1 PT/FY Classroom Aide, 2 Elgin TAs, &amp; 1 Noland TA</p> <p>Interviews and Observations – 1 MLK Cook</p>	

<b>Next Meeting</b>	Next meeting: April 17, 2023 @ 5pm – Virtually	
<b>Meeting Adjourned</b>	The meeting was adjourned at 5:22pm.  Documents Provided: <ul style="list-style-type: none"><li>- Agenda March 20, 2023</li><li>- 021323 Policy Council Minutes</li><li>- PC Treasury March 20, 2023</li><li>- HSWC 2022-2023 01 January Monthly Report</li><li>- Standards of Conduct Update</li><li>- Mitigation Policy</li><li>- Recruitment Plan 2023</li><li>- Selection Criteria 2023</li><li>- Jan 23 HS and EHS Combined Budget – PC</li></ul>	