

## Head Start of Washington County Policy Council Meeting Minutes

Date: March 25, 2024

**Council Members Present:** Tamara Lloyd Owens, Shayna Thompson, Aleasa Price, Casey Jones, Shirley Thorne, & Elizabeth Howe

**Council Members Absent:** Stephanie Jenkins, Melissa Caudell, & Lacey Appiah

**HSWC Staff Present:** Vicki Robinson, Alicia Carter, Linda Blontz, Erica Parrotte, Laura Harbaugh & Tammy Keener

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b><u>Call to Order</u></b>	The meeting was called to order at 6:00pm.	
<b><u>Roll Call/Quorum</u></b>	Roll call was taken. A quorum was met.	
<b><u>Review of January Minutes</u></b>	The minutes for January were reviewed. There were no changes.	Motion to approve the January minutes made by Elizabeth. Seconded by Aleasa. No discussion. All in favor. None opposed. Motion passed.
<b><u>Review of February Minutes</u></b>	The minutes for February were reviewed. There were no changes.	Motion to approve the February minutes made by Aleasa. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.
<b><u>Treasurer's Report January</u></b>	The January Treasurer's Report was reviewed.	Motion to approve the January Treasurer's Report made by Casey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.
<b><u>Treasurer's Report February</u></b>	The February Treasurer's Report was reviewed.	Motion to approve the February Treasurer's Report made by Shirley. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.

**Director's Update**  
**Monthly Report**  
**December & January**

Vicki explained the biggest change in January was our Change in Scope was approved, which corrected the under-enrollment issue. We are fully enrolled. Over income numbers have stayed exactly the same. We did have a few drops in December & January, either due to moving or due to lack of attendance without parent response. It is also the time of year when we look at EHS children and begin sending them new applications for HS if they will be turning 3. Wait Lists continue to grow. Attendance was higher than expected for January and February was even better. Less COVID restrictions have helped this as well as our CQI project regarding attendance. HB visits were up in January.

Motion to approve the December & January Monthly Reports made by Aleasa. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.

**Financial Reports**  
**December & January**

Vicki reviewed the Financial Report through the end of December. Equipment expenditure was high because of the approved one-time funds being spent for the MLK playground. This will be installed by the end of April. Vicki also reviewed the Financial Report through the end of January, which was the end of the budget year. There may be a few more In-Kind hours or PPA's that will come in and we have until the end of April to finalize that. The upcoming deposit of a discretionary amount into employee's retirement funds is also reflected as a projection.

Motion to approve the December & January Finance Report made by Aleasa. Seconded by Casey. No discussion. All in favor. None opposed. Motion passed.

**FA2 Review**

Vicki briefly discussed the FA2 Review process and the protocol. She shared the Program Governance piece with the group. There will be meetings & data tours with all service area managers. The PC will be part of the discussion portion of the review and will have a meeting with the review team to discuss their role and how they serve HSWC. This will take place sometime between now and October 1<sup>st</sup>. We will receive a 45-day notice before it begins.



<p><b><u>ERSEA Training</u></b></p>	<p>also receive a physical flyer to post out in the community. This year we will incorporate a digital version as well.</p> <p>Tammy reviewed the ERSEA fraud statement that all PC/BOD and staff sign. It states that members understand the application process and will not be involved in suggesting or knowingly helping applicants provide false enrollment information.</p>	<p>Motion to approve the updates for the ERSEA/ERSEA Training made by Aleasa. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b><u>Old Business</u></b></p>	<p>None.</p>	
<p><b><u>Personnel Updates</u></b></p>	<p>Linda gave the Personnel Update.</p> <ul style="list-style-type: none"> <li>• New Staff – Food Services Manager &amp; Shriver Classroom/Bus Aide (internal)</li> <li>• Projected New Hires – FT/FY Classroom Aide &amp; FT/PY MLK Classroom/Bus Aide</li> <li>• Elgin Changes eff. 4/1 – HS Teacher to EHS Teacher, Site Director/Subs will provide class coverage for April &amp; May</li> <li>• Elgin Changes eff. 6/3 – Shriver HS Teacher and TA to Elgin HS classroom</li> <li>• Open Positions will be assessed by the Leadership Team this summer.</li> </ul>	
<p><b><u>Personnel Policy Update</u></b> <b><u>Employee Tuition Program</u></b></p>	<p>Linda said Early Childhood Education Courses are often used as a stepping stone for staff to get their CDA Credential. Funding comes from our T &amp; TA funds. The policy has been updated to reflect the process for staff to take these courses.</p>	<p>Motion to approve the Personnel Policy Update for the addition to the Employee Tuition Program made by Aleasa. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b><u>ECE Course Agreement</u></b></p>	<p>This agreement provides a paper trail showing the employee has committed to the program. This helps so the team can follow-up with the employee to make sure everything is going well.</p>	<p>Motion to approve the ECE Course Agreement for the Employee Tuition Program made by Aleasa. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b><u>Next Meeting</u></b></p>	<p>April 15, 2024 @ 5:30pm at Shriver</p>	

<p><b><u>Meeting Adjourned</u></b></p>	<p>The meeting was adjourned at 7:01pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"><li>- Agenda March 18, 2024</li><li>- 012224 Policy Council Minutes</li><li>- 021224 Policy Council Minutes</li><li>- 24.25 ERSEA Pre Service Document</li><li>- PC Treasury February 12, 2024</li><li>- PC Treasury March 18, 2024</li><li>- Dec 23 HS and EHS Combined Budget</li><li>- HSWC 23-24 Monthly Report – 12-23</li><li>- Early Childhood Education Course Agreement</li><li>- Employee Tuition Program 2-2024</li><li>- FA2 Protocol Written Responses Prog Gov</li><li>- Recruitment Plan 2024</li><li>- Selection Criteria 2024 – Copy for Changes</li></ul>	<p>Motion to adjourn made by Aleasa. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.</p>
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