Head Start of Washington County

Policy Council Meeting Minutes

Date: May 13, 2024

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

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

HSWC Staff Present: Alicia Carter, Erica Parrotte, & Linda Blontz

Subject	Discussion	Action
Call to Order	The meeting was called to order at 5:55pm.	
<u>Roll Call/Quorum</u> <u>Review of Minutes</u>	Roll call was taken. A quorum was met. The minutes for April were reviewed. There were no changes.	Motion to approve April minutes made by Aleasa. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u> Director's Update	The April Treasurer's Report was reviewed. Erica said enrollment numbers remain the	Motion to approve April Treasurer's Report made by Elizabeth. Seconded by Shayna. No discussion. All in favor. None opposed.
Monthly Report	same. The wait list continues to grow. Homeless numbers are also stable. 85%	Motion passed.
	attendance was reached. No changes in Home Base, meals or transportation.	Motion to approve March Monthly Report made by Tamara. Seconded by
Financial Reports	Erica reviewed the Financial Report through the end of March. No significant changes.	Aleasa. No discussion. All in favor. None opposed. Motion passed.
<u>FA2 Review</u>	Erica said we are still waiting for the 45-day notice. The FA2 Review will most likely take place over the summer. We continue to prepare staff while we wait.	Motion to approve March Finance Report made by Tamara. Seconded by Casey. No discussion. All in favor. None opposed.
<u>COLA/One Time Funds</u>	Erica said we are receiving a COLA increase at 2.35%. It will be retroactive back to February. We have the opportunity to write a grant for one-time funds to be used to replace our handicapped-accessible bus. More details to come at the June meeting.	Motion passed. Motion to approve the COLA at 2.35% & One Time Funds made by Aleasa. Seconded by Tamara. No discussion. All

Head Start Happenings New Business Policy Council Brochure, Council Composition, Parent Concerns Procedure, Impasse Procedure Reviewed Self-Assessment Meeting Old Business	 Alicia went over the Head Start Happenings. 5/14 – HS closed MLK, Shriver, & Noland 5/15 – PBIS 9:30am-11am 5/20 – BOD Meeting 5/27 – Agency Closed for Memorial Day 5/29 – Last day HS MLK, Shriver, Noland 6/3 – EHS begins 7 hours day Alicia shared a few documents that need reviewed. They will be updated and voted on in June as some need to go in first Home Visit packets. Email Alicia any changes by May 31 st . In late July/early August we will have a meeting to go over anything we need to have in place for the incoming PC. Erica said the Self-Assessment meeting is 6/20, 9am-12pm. PC encouraged to attend. There were questions regarding working at Head Start. Linda explained the 90 hours needed to be hired as a TA and how they can be on track to completing that certification. Linda also spoke about staff working to obtain their CDA and the tuition	in favor. None opposed. Motion passed.
<u>Personnel Update</u>	assistance Head Start offers to eligible staff. Linda said there are no current postings. Any openings will be reassessed in June.	
<u>Next Meeting</u>	June 10, 2024 @ 5:30pm at Shriver	
Meeting Adjourned	The meeting was adjourned at 6:52pm.	Meeting adjourned. No motion.
	Documents Provided: - Agenda May 13, 2024 - 041524 Policy Council Minutes - Mar 24 HS and EHS Combined Budget – PC - HSWC 23-24 Monthly Report – 03-24 - Impasse Procedure 2023 - PC Treasury May 13, 2024 - Policy Council Brochure 2023 - Policy Council Composition 2023-24	