

Head Start of Washington County Policy Council Meeting Minutes

Date: May 16, 2022

Council Members Present: Tonnie George, Lakeisha Thrower, & Brandy Hargett-Shrader, Lauren Row, Karla Delauter

Council Members Absent: Eva Gillard & Tacy Myers

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

Subject	Discussion	Action
Call to Order	The meeting was called to order at 5:08pm.	
Roll/Quorum	Alicia took roll. A quorum was met.	
Minutes	The minutes from the April meeting were reviewed. There were no corrections or changes.	Motion to approve April minutes made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
Treasurer's Report	The Treasurer's Report was reviewed.	Motion to approve Treasurer's Report made by Brandy. Seconded by Lauren. No discussion. All in favor. None opposed. Motion passed.
Director's Update Monthly Report	Vicki reviewed the Monthly Report through the end of March. Incoming applications are increasing each month. Homeless numbers have remained stable. There were very few closures in March and attendance has improved slightly. Home-Based is doing almost all visits in person now and socializations are also in person.	Motion to approve Monthly Report made by Karla. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.

<p>Financial Reports</p>	<p>Vicki reviewed the Financial Reports through the end of March. This is only the 2nd month of our new fiscal year. No expenditures of note. Very normal month.</p>	<p>Motion to approve the Financial Reports made by Lakeisha. Seconded by Karla.</p>
<p>COLA</p>	<p>Vicki presented the proposed budget for the annual Cost of Living Adjustment (COLA). This year we are receiving a 2.28% increase. All staff will receive this. The remainder of these funds will also be used for the increased cost of fringe benefits as a result of the 2.28% increase.</p>	<p>No discussion. All in favor. None opposed. Motion passed.</p>
<p>Quality Improvement Funds</p>	<p>Vicki presented the proposed budget for the recently awarded quality improvement funds. The amount received was much less than originally projected. These funds will be used to increase a maintenance position from PT to FT. It will also assist with the increased salaries of transportation staff due to the extreme bus driver shortage.</p>	<p>Motion to approve the application for the COLA made by Karla. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Head Start Happenings</p>	<p>Alicia reviewed Head Start Happenings: 5/23 – BOD meeting 5/30 – HS closed – Memorial Day 6/1 – Last day Shriver HS 6/6 – SS EHS begins 7 hr day and SS HS summer program begins</p>	<p>Motion to approve the application for the quality improvement funds made by Lakeisha. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Selection Criteria updates</p>	<p>Tammy Keener explained the recent approval by OHS for programs to accept SNAP benefits as proof of income. This is a large change to our current process for income verification. Families who receive SNAP and provide documentation are automatically eligible for HS and do not need to provide additional proof of income. Tammy also explained how HSWC is proposing to incorporate this into our selection criteria.</p>	<p>Motion to approve the updated selection criteria made by Lakeisha. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Policy Council Brochure</p>	<p>Alicia will email the draft of the PC brochure out to member this week for</p>	

<p>MHSA Conference</p>	<p>review. It will be part of the June agenda for approval.</p> <p>Tonnie reported that she had attended the MHSA conference at Wisp and also the Parent of the Year luncheon. She attended various workshops and enjoyed her time with other HS parents and staff.</p>	
<p>Old Business</p>	<p>None.</p>	
<p>Personnel Update</p>	<p>Linda reported 2 terminations and 4 resignations. We had 1 new hire, an FA at Shriver as well as two transitions; a full-time Permanent Substitute is now a Classroom/Bus Aide at MLK and a part-time Permanent Substitute has moved to full-time. We have the following open positions: one TA at Elgin, two 2's Teachers at Shriver, 1 PT Classroom Support at Shriver, 1 Resource Assistant at Shriver, 1 Infant/Toddler Teacher at MLK, 1 HS Teacher at MLK, 1 PT Permanent Substitute, 1 ECM at MLK, 1 Health Manager at MLK, and 2 Bus Drivers.</p>	
<p>Next Meeting</p>	<p>June 13, 2022 – 5pm – virtually.</p>	<p>Motion to adjourn made by Karla.</p>
<p>Meeting Adjourned</p>	<p>The meeting was adjourned at 5:38pm. Documents Provided: - Agenda May 16, 2022 - 041122 Policy Council Meeting Minutes - PC Treasury May 16, 2022 - HSWC 2021-2022 03 March Monthly Report - Mar 22 HS and EHS Combined Budget – PC - COLA/QI proposed budget - HSWC Selection Criteria</p>	<p>Seconded by Lauren. No discussion. All in favor. None opposed. Motion passed.</p>