

**Head Start of Washington County
Policy Council Governance Meeting & Training Minutes**

Date: November 15, 2021

Council Members Present: Kisha Sanders, LaShelle Johnson, Lakeisha Thrower, Tacy Myers, Tonnie George, Eva Gillard, Brandy Hargett-Shrader, Karla Delauter, Ashton Tingley, & Lauren Row

Council Members Absent: Krissy King, Marta Velasquez, & Laurie Baturin

HSWC Staff Present: Vicki Robinson, Kristin Long, Laura Harbaugh, Linda Blontz, Erica Parrotte, 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.	
Minutes	The minutes from the September meeting were reviewed. There were no corrections or changes.	Motion to approve September minutes made by Lakeisha. Seconded by Ashton. No discussion. All in favor. None opposed. Motion passed.
Treasurer's Report	The Treasurer's Report was reviewed.	Motion to approve the Treasurer's Report made by Karla. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
Elect/Vote for Treasurer	LaShelle Johnson nominated herself as Treasurer for the 2021-2022 Policy Council.	Tonnie asked for verbal votes. All in favor. None opposed. LaShelle Johnson was voted in as the new Treasurer.

<p>Director's Update Monthly Report</p>	<p>Vicki reviewed the first Monthly Report of the 2021-2022 Program Year. Enrollment is improving. There were few drops during September. We have a waitlist for both EHS & HS, most are over income children or those not quite age eligible yet. We are receiving a lot of applications. There are 10 homeless families. Attendance for September was good considering COVID. We aim for 85% or above every month. Home Base is having outside, in-person visits but will do virtual, if preferred. Over 10,000 meals were served. We have bused 168 children so far. That is a little low but due to COVID regulations, we still need to keep separation on buses.</p>	<p>Motion to approve Monthly Report made by LaShelle. Seconded by Karla. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Finance Reports</p>	<p>Vicki reviewed the Financial Reports.</p> <ul style="list-style-type: none"> - HS/EHS Budget – 2/1-1/31 is our budget year. In-Kind is still under budget. October and November are usually when volunteer hours increase but due to COVID we cannot have volunteers in centers. We will likely need to apply for a waiver due to being unable to meet the match amount. - CARES Act - The deadline was 9/30/21 and we have spent all of these funds. - CRRSA Funds – These funds were used for the Summer Program and will be used for next year's Summer Program for Kindergarten-bound children. - ARP Funds – We have not used much of these funds at this point. We have almost 98% left. There are renovations we'd like to do and staff incentives that we will talk more about more in the future. 	<p>Motion to approve the Financial Reports made by Karla. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Head Start Happenings</p>	<p>Alicia said bags will be going home with students for the Be Thankful Event this week. HSWC will be closed 11/24-11/26 in observance of Thanksgiving. The Parent Café is scheduled for 11/17 at MLK as well.</p>	

<p>Vaccine Mandates</p>	<p>Vicki shared the latest update on the expected vaccine mandate. OHS was specifically mentioned by the President. We know it is coming but we don't have any official guidance from OHS yet. The OSHA mandate is for businesses and organizations with over 100 employees, which also includes HSWC. Religious and medical exemptions are expected. We just did an incentive for staff to be vaccinated and it was successful. Policies and procedures regarding the vaccine mandate are in process and awaiting final details. They will be reviewed by the BOD and an attorney. We expect a January deadline and will keep the Policy Council informed as more information is released.</p>	
<p>New Business MH Services</p>	<p>Kristin Long, Behavior Health Manager at HSWC, spoke about Mental Health Services. We have revisited the mental health services procedure and made a few changes to align with our PBIS initiative. We also separated the role of our Mental Health consultant, Dr. Geis. He is observing children in the classroom, meeting with families, etc.</p>	
<p>School Readiness Goals/School Readiness Report</p>	<p>Laura reviewed the document sent out prior to the meeting and explained how it was created. We are required by OHS to have School Readiness Goals. It is also part of our agency goals. We must have one for each of the five domains of learning. Managers, parents, & staff are included as well as community representatives. Benchmarks help us see where children should be by comparing to past data. An action plan is developed to include strategies in classrooms, with parents, supplementing curriculum, training staff, etc. There is also a PFCE (Parent Family Community Engagement) component. We are always looking for people to sit in on the meetings if any PC members are interested.</p>	

<p>Self-Assessment Review</p>	<p>Erica reviewed this year's Self-Assessment report highlights and explained the process to the new members. Teams consists of staff, parents, community partners, etc. Highlights included: PBIS implementation, staff retention incentives, cost savings with health insurance, recruitments ideas due to COVID challenges, new bus, data transparency training, hiring a Behavior Specialist, & staff wellness to include new exercise & yoga classes coming in 2022.</p>	
<p>PIR Update</p>	<p>Vicki explained the PIR and what is included. The Program Information Report is submitted annually in August. HSWC submits two reports, one for HS and one for EHS. After submission, we get a snapshot view that was reviewed.</p>	
<p>Old Business Confidentiality Policy, Standards of Conduct, & Conflict of Interest Mail</p>	<p>Alicia reminded everyone about the Confidentiality Policy, Standards of Conduct, & Conflict of Interest documents that were previously mailed. They need to be signed and sent back.</p>	
<p>Program Governance Training</p>	<p>Alicia took the training and learned some additions that should be made to the PC by-laws regarding how we hold our meetings. She will complete the wording and send it out next week to review. It will be brought to the December PC meeting for approval.</p>	
<p>Posting Minutes</p>	<p>Alicia said we typically post the PC minutes in the sites for all parents, however, with COVID we are thinking of putting them on Class Dojo so more people could see them. If you have an issue with your name appearing on the minutes on Class Dojo, email Alicia and we will black out your name.</p>	
<p>Personnel Update</p>	<p>Linda said two new staff started today, a 2-yr old teacher at MLK and part time permanent substitute. We will be doing</p>	

<p>MSDE Accreditation Updates</p> <p>Next Meeting</p> <p>Meeting Adjourned</p>	<p>interviews for FA at Shriver tomorrow and interviews for maintenance on Thursday. We need bus drivers, full time and part time. We have three TA positions, one at MLK and two at Elgin. We also have a resource assistant position at Shriver. Regarding recruitment, IT just started sending out our job openings on Class Dojo this month so all parents could see them.</p> <p>Laura said all sites are accredited. They are also all overdue due to COVID. MSDE has given until January of 2023 to complete. Visits are starting to happen again so we will be moving forward.</p> <p>The next meeting is scheduled for December 6, 2021 – 5pm – virtually.</p> <p>The meeting was adjourned at 6:08pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Agenda November 15, 2021 - 101821 Policy Council Meeting Minutes - PC Treasury November 15, 2021 - HS PIR Snapshot - EHS PIR Snapshot - I2 Self-Assessment Report 2021 - Mental Health Services Procedure 2021 - SR Goals and Action Plan 21-22 - Sep 21 HS and EHS Combined Budget 	<p>Motion to adjourn made by Karla.</p>
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