

Head Start of Washington County Policy Council Meeting Minutes

Date: October 17, 2022 (Annual Program Governance Training Meeting)

Council Members Present: Brandy Hargett-Shrader, Tonnie George, Lauren Row, Tamara Lloyd Owens, Elizabeth Howe, & Shirley Thorne

Council Members Absent:

HSWC Staff Present: Vicki Robinson, Alicia Carter, Laura Harbaugh, Linda Blontz, Rhonda Smith, Colleen Blasko, Teri Jo Matthews, & Erica Parrotte

Subject	Discussion	Action
Call to Order	The meeting was called to order at 5:13pm.	
Roll/Quorum	Everyone introduced themselves and 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 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 Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
Vote-Community Representatives	Elizabeth Howe (CAC) and Brandy Hargett-Shrader (past parent) were voted in as Community Representatives for this HS Program Year. Voting occurred via the chat function within the GoToMeeting application.	Tonnie asked members to vote via the chat feature. All in favor. None opposed. Motion passed.
Parliamentary Procedure Basics Video	Alicia introduced the video, which showed how a meeting should be carried out using Parliamentary Procedure.	

<p>Rhonda Smith – Director of Finance Finance Vocabulary</p> <p>Finance Report</p>	<p>Rhonda introduced herself and briefly went through the list of finance vocabulary words and their definitions.</p> <p>Rhonda explained the finance report and that it is presented to the PC every month. HS & EHS Budget – This is the main grant, reporting through the end of August. The recent COLA adjustment is included this month. We will likely request an In-Kind waiver since we are still unable to have most volunteers in centers. CRRSA – These are the funds we used for our Summer Program and have now been fully used. ARP- American Rescue Plan – We have 78.5% remaining and have a plan to its use, which includes: bathroom renovations at Noland & office space renovations at Shriver.</p>	<p>Motion to approve the Financial Reports made by Elizabeth. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Vicki Robinson – Executive Director Refunding Application</p>	<p>Vicki introduced herself and welcomed everyone. She explained how the Refunding Application is done every year and is due on 11/1. It was sent out prior to the meeting. This is the 3rd year of our 5-year grant cycle. The Office of Head Start provides a format for the grant and the information we need to submit. We will submit the application to the Regional Office for approval. Vicki briefly went through the document, explaining the different sections and the contents. Rhonda explained the financial portion of the application.</p>	<p>Motion to approve the Refunding Application made by Lauren. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Monthly Report</p>	<p>Vicki explained how the Monthly Report is included in her Director’s Update every month. She reviewed the Monthly Report through the end of August, explaining that this shows a full program year. The numbers for August are low because only Elgin and HB were open as the Summer Program ended in July. Vicki explained the categories of the report. Our goal for attendance is 85% at each center.</p>	<p>Motion to approve Monthly Report made by Elizabeth. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>

<p>Erica Parrotte – Director of Programming ERSEA</p>	<p>Erica introduced herself and explained ERSEA stands for Eligibility, Recruitment, Selection, Enrollment & Attendance. It is an area that is reviewed every year. She explained the Selection criteria and how recruitment is done. A committee of staff and parents meet every February to see if the needs of the community have changed.</p>	
<p>Linda Blontz – Director of Human Resources Hiring/Termination Procedures</p>	<p>Linda introduced herself and welcomed new members. The PC is updated monthly about open positions, hirings, terminations, and resignations.</p>	
<p>Personnel Updates</p>	<p>Linda said there were 3 resignations since the last meeting. * New Hires: Shriver Resource Assistant, MLK Classroom/Bus Aide, & Elgin TA * Will Start by End of October: MLK Resource Assistant, MLK FA, & 2 Subs * Open Positions: Bus Drivers, MLK FA, MLK TA, Shriver TA, Shriver 2’s Teacher, Part-Time Permanent Substitute</p>	
<p>Organizational Chart</p>	<p>This was included in the discussion of the Refunding Application earlier in the meeting.</p>	
<p>Laura Harbaugh – Director of Education</p>	<p>Laura introduced herself and explained how she oversees the Education Management Team, which includes: 4 ECMs, the Developmental Services Manager, and the Behavior Health Manager. She talked about the curriculums used in the classrooms as well as in home based. We assess the children three times per year and this information is shared with parents during HVs and conferences. We are licensed by OCC, accredited by MSDE, and all sites are rated level 5 (highest) in the EXCELS Program.</p>	

<p>Program Governance Requirements Video</p>	<p>Alicia explained that there is an additional Governance video available if anyone would like to set up a time to view it for further information on being a member of a Policy Council.</p>	
<p>Shared Governance Virtual Training</p>	<p>Alicia said there is a virtual training available through the MD Head Start Association. Training dates will be emailed out and if anyone is interested, let Alicia know. HSWC will pay for the cost.</p>	
<p>Parliamentary Procedure</p>	<p>Alicia explained the written document outlining the meeting procedures as seen in the video earlier in the meeting.</p>	
<p>Head Start Acronyms</p>	<p>Alicia said many of these acronyms may be seen in various documents the PC goes over throughout the program year. Keep this as a "cheat sheet" for future reference</p>	
<p>Policy Council Budget Narrative</p>	<p>Alicia explained that the council reviewed their budget narrative the Summer. Only the date was changed, nothing else. It is what the PC budget is based on and is part of the Refunding Application.</p>	
<p>By-Laws/Quorum (Importance)</p>	<p>In the interest of time, Alicia said we will not be voting on the by-laws tonight. It will be emailed out for an electronic vote. This was reviewed also over the Summer and it was decided that it was good as written. If anyone feels something needs to be changed or added, we can bring it back to the table to discuss at a later meeting. Quorum information is included in this as well. Alicia mentioned that both the secretary and treasurer offices are currently open. If anyone is interested, let her know.</p>	

<p>About Head Start (HSWC – Our Mission, Our Vision, Our Values, Our Goals)</p>	<p>Alicia briefly went over this document.</p>	
<p>Performance Standards</p>	<p>These cover all of our program areas. Alicia said the PC portion tells us the requirements for the council. If anyone is interested in a hard copy, please let Alicia know. They are also available online.</p>	
<p>Composition</p>	<p>The PC Composition document details the ideal representation for each of our centers, based on number of children. Officers are automatically given a slot for their site. This is reviewed annually as well.</p>	
<p>Confidentiality Policy</p>	<p>This was revised over the Summer and will be emailed out for electronic vote.</p>	
<p>Standards of Conduct</p>	<p>This was revised over the Summer and will be emailed out for electronic vote.</p>	
<p>Conflict of Interest Policy</p>	<p>This was revised over the Summer and will be emailed out for electronic vote.</p>	
<p>Parent Reimbursement Procedure</p>	<p>Alicia said this is what we use to reimburse PC members for any trainings they are willing to go to as a HSWC representative. We will pay for: conference, hotel, food allowance, childcare, & transportation (mileage, airfare).</p>	
<p>Ground Rules</p>	<p>This is what the PC uses to keep our meetings running smoothly. It is more for in-person meetings than virtual. Alicia briefly went through the document.</p>	

<p>Next Meeting</p>	<p>Alicia will send an email by tomorrow afternoon for those items not voted on tonight. Votes should be in by Friday.</p> <p>Next meeting: November 14, 2022 – 5pm – Virtual</p>	
<p>Meeting Adjourned</p>	<p>The meeting was adjourned at 7:00pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Training Agenda 10/17/22 - 091922 Policy Council Minutes - Aug 22 HS and EHS Combined Budget – PC - HSWC 2021-2022 08 August Monthly Report - Budget Narrative Fiscal Year 2 23 to 1 24 - 2023 Refunding Application - About HS - Definitions for Policy Council 2022 - Head Start Acronyms - Parliamentary Procedure 2021 - Part 1301 - PC Approved Parent Reimbursement Policy 2022 - PC By-Law 2022 Updated - PC Treasury October 17, 2022 - Policy Council Composition 2022-23 - Policy Council Ground Rules - Shared-Governance Confidentiality Policy - Shared-Governance Conflict of Interest Policy - Shared-Governance Standards of Conduct - Shared-Governance Training Dates (002) 	<p>Motion to adjourn made by Lauren. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.</p>