

## Head Start of Washington County Policy Council Meeting Minutes

Date: September 19, 2022

**Council Members Present:** Tonnie George, Lauren Row, Brandy Hargett-Shrader, & Eva Gillard

**Council Members Absent:** Tacy Myers, Karla Delauter, & Lakeisha Thrower

**Potential PC Member Present:** Tamara Owens

**HSWC Staff Present:** Vicki Robinson, Alicia Carter, Erica Parrotte, Rhonda Smith, Linda Blontz, & Teri Jo Matthews

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	The meeting was called to order at 5:17pm.	
<b>Roll/Quorum</b>	Everyone introduced themselves for the start of the new program year. Alicia took roll. A quorum was met.	
<b>Minutes</b>	The minutes from the June meeting were reviewed. There were no corrections or changes.	Motion to approve June minutes made by Eva. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
<b>Treasurer's Report</b>	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.
<b>Director's Update Monthly Report</b>	Vicki reviewed the Monthly Report through the end of July. Numbers appear down because only the Summer Program and EHS were in session. Drops to Pre-K are rising, which is normal for summer. The Wait List continues to increase. The number of applications received is holding steady. All centers are full except MLK. Enrollment for the beginning of this year is better than last year.	Motion to approve Monthly Report made by Lauren. Seconded by Brandy. No discussion. All in

<p><b>Financial Reports</b></p>	<p>Rhonda reviewed the Financial Reports through the end of July. In-Kind is still under, mainly due to inability to have volunteers in centers. We have 55% of our budget remaining, July is our halfway point so we are doing very well. CRRSA – These are the stimulus funds we used for our Summer Program &amp; support staff over the summer. There is little remaining and that will be used to replenish classroom supplies. ARP – American Rescue Plan – We have received approval for playground improvements, the renovation at Shriver, &amp; the Noland bathrooms. We have until the end of March 2023 to spend these funds.</p>	<p>favor. None opposed. Motion passed.</p>
<p><b>New Business Audit Presentation</b></p>	<p>Rhonda presented the annual audit report. Our fiscal year ended 1/31. There were no findings this year. The Finance Committee and BOD have already seen the report.</p>	<p>Motion to approve the Financial Reports made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b>Volunteer Guidelines</b></p>	<p>Vicki said we are reopening the centers to volunteers this year. All parents need to fill-out a half-sheet for a background check. They also need to be vaccinated against COVID-19, per the ongoing OHS requirement.</p>	
<p><b>By-Laws Approved/ Disapproved</b></p>	<p>Alicia said by-laws were updated over the summer. No changes have been made since approval in December. This was tabled until the October meeting.</p>	
<p><b>Parent Survey Presentation</b></p>	<p>Vicki reviewed the annual Parent Survey results. This year we had 93 families participate.</p>	
<p><b>FA 1 Review</b></p>	<p>Vicki discussed the upcoming Focus Area 1 Federal Review. It will be scheduled for</p>	

<p><b>PIR Summary</b></p>	<p>some time between October 2022 and September 2023. We will get a 45 day notice. The review is done mostly online with a lot of document uploading. Phone/Zoom interviews will be scheduled that may include Policy Council members.</p> <p>Vicki explained the Program Information Report that is submitted every August nationwide. This tracks important data across the program, including, enrollment numbers, special needs information, health information, meals, transportation, etc.</p>	
<p><b>Self-Assessment</b></p>	<p>Erica reviewed the Self-Assessment process and how it leads to oversight of progress toward goals. We collect data across the program and it is an ongoing process. We have incorporated our annual self-assessment meeting into our Leadership Planning Days in June. Highlights of this year's self-assessment include:</p> <ul style="list-style-type: none"><li>* We were proactive in shopping for health insurance.</li><li>* We used new data collection methods for our staff survey and had more responses than ever before.</li><li>* The Agency Monthly Report is now being sent to All-Staff.</li><li>* We are improving staff wellness and mental health, using Starling Minds mental fitness app and having blood pressure &amp; glucose monitors at all sites. Workout classes have also started again.</li><li>* Family activity nights are back in-person this year. Fall Fest is 10/6.</li><li>* We are continuing with our PBIS efforts, including implementing The 5 Big Bang Strategies. The point of this program is to</li></ul>	

<p><b>Old Business</b></p>	<p>decrease negative behaviors and increase positive behaviors. It is in use across all service areas. * We are in the process of establishing a sensory room at Shriver.</p>	
<p><b>Personnel Update</b></p>	<p>None.</p> <p>Linda said there were 2 resignations since the last meeting. * New Hires: Bus Driver (in-training), Shriver Classroom/Resource Assistant, and a part-time Permanent Substitute. * Staff Transfers: 1 part-time Permanent Substitute to a Regular Substitute. * Open Positions: 1 Shriver TA, 1 MLK TA, 1 Elgin TA, 3 Bus Drivers, 1 part-time Permanent Substitute, &amp; 1 MLK FA.</p>	
<p><b>Next Meeting</b></p>	<p>October 17, 2022 – 5pm – TBD</p>	
<p><b>Meeting Adjourned</b></p>	<p>The meeting was adjourned at 6:08pm.</p> <p>Documents Provided: - Agenda September 19, 2022 - 061322 Policy Council Meeting Minutes - PC Treasury September 19, 2022 - HSWC 2021-2022 07 July Monthly Report - Jul 22 HS and EHS Combined Budget – PC</p>	<p>Motion to adjourn made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>