

## Head Start of Washington County Policy Council Meeting Minutes

Date: September 18, 2023

**Council Members Present:** Tamara Lloyd Owens, Lacey Appiah, Stephanie Jenkins, Shirley Thorne, Elizabeth Howe, & Tonnie George

**Council Members Absent:** Brandy Hargett-Shrader & Lauren Row

**Others Attending:** Casey Jones, Aleasa Price, Melissa Caudell

**HSWC Staff Present:** Vicki Robinson, Alicia Carter, Linda Blontz, Erica Parrotte, Laura Harbaugh, & Rhonda Smith

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	The meeting was called to order at 5:57pm.	
<b>Introductions/Roll Call/Quorum</b>	Everyone introduced themselves. Tonnie welcomed everyone & Alicia took roll. A quorum was met.	
<b>Review of Minutes</b>	The minutes for June were reviewed. There were no changes.	Motion to approve the June minutes made by Lacey. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<b>Elect New Members/Discuss Roles of Officers</b>	Tabled until October meeting.	
<b>Treasurer's Report</b>	The Treasurer's Report was reviewed.	Motion to approve the Treasurer's Report made by Lacey. Seconded by Elizabeth. 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. She explained what the Program Monthly Report is and gave more details about the different items on the report. We were slightly under-enrolled but that was due to preparing for the new program year with the new changes. Most withdrawals were aged out of the program and most of the drops were to Pre-K. The Wait List continued to grow. Summer attendance is typically down but we do aim for 85% throughout the program year. HB numbers were also down due to decrease in number of HB children now served and lack of a HB teacher.	Motion to approve the Monthly Report made by Tamara. Seconded by Casey. No discussion. All in favor. None opposed. Motion passed.

<p><b>Finance Reports</b></p>	<p>Rhonda reviewed the Finance Report through the end of July. With a few staff positions being open and an increase in Child Card Scholarship funds, we are a little ahead of where we were last year. We do have an In-Kind Waiver for this program year. We expect In-Kind numbers to go up as we hope to see more volunteers returning to centers.</p> <p>A short discussion about volunteering and teens volunteering for SSL hours was had. Laura spoke about the new OCC regulations regarding volunteers now being required to have the same health and background checks as staff. With regards to teen volunteers, it will be looked into for having an off-site or prep-work at home for them. Vicki also mentioned the big HSWC events we do throughout the year needing prep work for packets, bags, etc.</p>	<p>Motion to approve the Financial Reports made by Melissa. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b>Head Start Happenings</b></p>	<p>Alicia explained what she usually reports on during Head Start Happenings. There was nothing to report on tonight.</p>	
<p><b>New Business Audit Presentation</b></p>	<p>Rhonda stated how HSWC is required to have an annual financial audit. This year's audit took place at the end of May &amp; early June. No findings were found. Everything was presented in detail to the Finance Committee as well as the BOD. Rhonda briefly went over the audit review, which included a clean opinion.</p>	
<p><b>Parent Survey Presentation</b></p>	<p>Erica said 120 families completed the Parent Survey and briefly went over the results. 99% of those surveyed said their experience was positive.</p>	
<p><b>FA1 Review</b></p>	<p>Vicki began by explaining the 5-year grant cycles that all Head Start programs follow. As a result of COVID, the Federal Review process was delayed throughout this cycle.</p>	

<p><b>Self-Assessment &amp; QIPs/Short Term Goals Presentation</b></p>	<p>The FA1 Review would usually take place early in the grant cycle. We are in starting year 4 soon &amp; have just finished our FA1 Review. There were no findings. We will be completing our CLASS Review and FA2 Review within this Program Year as they try to get back on track with the timelines. The CLASS Review typically gives a 45-day notice and will take place anytime between 10/1/23 and 9/30/24. Everything is online/virtual for this review. The FA2 Review will be on-site and includes a fiscal review as well as classroom, bus, &amp; in-person interviews. This review typically gives a 45-day notice as well but can be unannounced. More details will be shared throughout upcoming meetings.</p> <p>Erica explained the Self-Assessment requirement for the HS program. We use this as a tool for continuous improvement throughout the year and to track our goal progress. She reviewed highlights from the past program year, including: using Class DoJo more for communication, Change in Scope, sale of unused buses, attendance initiative, staff wellness portal, PBIS initiatives, Behavior Incident Reports, etc.</p>	
<p><b>Old Business Summer Review Policy and Procedures</b></p>	<p>Over the summer, Alicia coordinated the review and updating of the following policies and procedures. Those corrections have now been made and were sent out prior to the meeting. These were shared again with members and signatures were also requested. (Confidentiality Policy, Conflict of Interest, Standards of Conduct, Roles of Policy Council Member, By-Laws, Shared Governance Plan, Impasse Procedure, Parents Concern Procedure, Parent Reimbursement, &amp; Budget Narrative.</p>	<p>Motion to approve the Summer Review Policy and Procedures made by Tamara. Seconded by Melissa. No discussion. All in favor. None opposed. Motion passed.</p>

<p><b>Personnel Update</b></p>	<p>Linda gave the Personnel Update.</p> <ul style="list-style-type: none"> <li>• Re-Hire – Substitute Bus Driver</li> <li>• Positions Offered – 1 MLK TA, 1 PT/FY Elgin Classroom Support, 1 FT/FY Classroom Aide, 1 PT/PY Classroom Aide, Substitutes</li> <li>• Internal Employee Transition – 1 Substitute to PT/FY Classroom Aide</li> <li>• Open Positions – 1 Shriver Classroom/Bus Aide</li> </ul>	
<p><b>Recognize Outgoing Members</b></p>	<p>Tonnie spoke briefly about her children and how they all went through HS and it makes them ready for Kindergarten. Alicia gave out small gifts of appreciation to members.</p> <p>Alicia will send out officer information/duties for this year’s members before the next meeting.</p>	
<p><b>Next Meeting</b></p>	<p>Next meeting: October 16, 2023 @ 5:30pm – In-Person</p>	
<p><b>Meeting Adjourned</b></p>	<p>The meeting was adjourned at 7:35pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> <li>- Agenda September 18, 2023</li> <li>- 061223 Policy Council Minutes</li> <li>- HSWC 2022-2023 07 July Monthly Report</li> <li>- Jul 23 HS and EHS Combined Budget – PC</li> <li>- PC Treasury Sept 18, 2023</li> <li>- Budget Narrative Fiscal Year 2 23 to 1 24</li> <li>- Confidentiality Policy 2023</li> <li>- Conflict of Interest Policy 2023</li> <li>- Impasse Procedure 2023</li> <li>- Parent Concerns Procedure 2023</li> <li>- Parent Reimbursement Policy 2023</li> <li>- PC By-Law 2023 Updated</li> <li>- Roles of a Policy Council Member 2023</li> <li>- Shared Governance Plan 2023</li> <li>- Standards of Conduct 2023</li> </ul>	