

## Head Start of Washington County Policy Council Meeting Minutes

Date: January 10, 2022

**Council Members Present:** Brandy Hargett-Shrader, Tacy Myers, Tonnie George, Lauren Row, Karla Delauter, & Lakeisha Thrower (5:22pm)

**Council Members Absent:** LaShelle Johnson, Eva Gillard, Kisha Sanders, & Ashton Tingley

**HSWC Staff Present:** Vicki Robinson, Cindy Perkowski, Linda Blontz, Laura Harbaugh, Alicia Carter, & Teri Jo Matthews

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	The meeting was called to order at 5:08pm.	
<b>Roll/Quorum</b>	Alicia took roll. A quorum was not met. The meeting began with non-voting items and when another member joined the meeting, a quorum was met.	
<b>New Business Annual Report</b>	Cindy reviewed and explained the agency's Annual Report and why we complete it. Much of the report reflected on HSWC's response to the COVID-19 pandemic, including virtual learning, delivery of educational packets and food boxes to families and the adaptation of family events to a virtual platform. Enrollment numbers, children with disabilities, parent engagement and health follow-up were also discussed. School Readiness Goals were reviewed including outcomes from our summer sessions. Classroom observations were done virtually also. The agency's Financial Snapshot was explained as well.	
<b>Community Assessment</b>	Cindy reviewed this year's Community Assessment update. A full assessment is required every 5 years and was done in 2020. This information is also used in the annual refunding application. Cindy discussed the community trends and	

<p><b>Accreditation Update</b></p>	<p>changes, as well as how those have been impacted by COVID-19.</p> <p>Laura spoke briefly about the current MSDE Accreditation process. In October, we were told we would hold our current accreditation until January 2023. As Elgin and Noland are first to be assessed, Eva has attended the MSDE Accreditation Orientation and has teams at Elgin &amp; Noland that include parents. Shriver will follow next. A Self-Assessment will be completed first, then a visit from observers will be requested. We will update as the process moves forward.</p>	
<p><b>Minutes</b></p>	<p>The minutes from the November meeting were reviewed. There were no corrections or changes.</p>	<p>Motion to approve November minutes made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b>Treasurer's Report</b></p>	<p>The Treasurer's Report was reviewed.</p>	<p>Motion to approve the Treasurer's Report made by Brandy. Seconded by Lauren. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b>Director's Update Monthly Report</b></p>	<p>Vicki reviewed the Monthly Report through the end of November. EHS has full enrollment. HS continues to be under-enrolled but is improving. OHS has postponed enrollment tracking again for this program year. The waitlist is growing every month. We received 28 new applications in November. Homeless numbers are steady. Overall attendance is less than 85% but is not horrible considering COVID + regular cold and flu cases.</p>	<p>Motion to approve Monthly Report made by Brandy. Seconded by Tacy. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b>Finance Reports</b></p>	<p>Vicki reviewed the Financial Reports through the end of November. There were not many changes to note. We have 23% remaining in the annual budget. In-Kind is 3.6% under budget as no volunteers are allow in centers. We will discuss requesting an in-kind waiver later in the meeting.</p>	<p>Motion to approve the Financial Reports made by Brandy. Seconded by Karla. No discussion. All in favor. None</p>

<p><b>In-Kind Waiver</b></p>	<p>Vicki shared and discussed the request letter that has been prepared to submit to the regional office requesting an in-kind waiver for the past fiscal year. It details the budget period, the amount budgeted for in-kind, what was achieved, and the deficit. The reasoning is because of the COVID-19 pandemic and having no volunteers allowed in centers. This is an issue facing the majority of programs nationwide.</p>	<p>opposed. Motion passed.</p> <p>Motion to approve the In-Kind Waiver Request made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b>Head Start Happenings</b></p>	<p>Alicia said the agency will be closed on 1/17 for MLK Jr. Day, 1/19 is PBIS from 1-2:30pm, 1/24 the agency will be closed to children for PD, &amp; 1/24 is the next BOD meeting. Spring parent/teacher conferences will be held in February, on 2/2 DTBY will begin for the spring season and be held virtually. The next PC meeting will be on 2/14.</p>	
<p><b>Strategic Plan</b></p>	<p>Vicki said the Strategic Plan is usually on the agenda for this time of year, however, with COVID, we are using our 5-year goals as our guideline for moving forward and hope to adopt a more structured plan once the pandemic allows for more long-term planning.</p>	
<p><b>Old Business Classroom Update</b></p>	<p>Vicki said all classrooms are open although there have been a few COVID closures here and there depending on cases.</p>	
<p><b>Vaccine Mandate Update</b></p>	<p>Tonnie requested an update on staff vaccinations. Vicki said vaccinations are going very well. We have our final clinic on 1/31 with several staff scheduled to finish their series. We have been meeting with staff regarding exemption requests. Currently, about 80% of staff are fully vaccinated with less than 10 exemptions. We are projecting to only lose 2 people. Staff have really stepped up.</p>	

<p><b>Personnel Update</b></p>	<p>Linda said there are a number of positions open. All potential candidates are now told about the upcoming vaccine mandate. Open positions include: Noland Pre-K teacher (interviews to be held next week), full time and part time bus drivers, Elgin TA (interviews to be held next week), Shriver Resource Assistant and Classroom/Bus Aide (interviews to be held this week), Shriver Classroom Support (interviews to be held next week), and full time &amp; part time Permanent Substitutes.</p>	
<p><b>Next Meeting</b></p>	<p>The next meeting is scheduled for February 14, 2021 – 5pm – virtually.</p>	
<p><b>Meeting Adjourned</b></p>	<p>The meeting was adjourned at 5:50pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> <li>- Agenda January 10, 2022</li> <li>- 120621 Policy Council Meeting Minutes</li> <li>- HSWC 2021-2022 11 November Monthly Report</li> <li>- Nov 21 HS and EHS Combined Budget – PC</li> <li>- PC Treasury January 10, 2022</li> <li>- In-Kind Waiver Request 1-22 FINAL – signed</li> <li>- Annual Report 2020-2021</li> <li>- 2021 Community Assessment update</li> </ul>	<p>Motion to adjourn made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>