

Head Start of Washington County Policy Council Meeting Minutes

Date: June 10 2024

Council Members Present: Tamara Lloyd Owens, Shayna Thompson, Aleasa Price, Casey Jones, Shirley Thorne, Melissa Caudell, & Elizabeth Howe

Council Members Absent:

HSWC Staff Present: Vicki Robinson, Alicia Carter, Linda Blontz, Laura Harbaugh, & Kaprice Vaughan-Smith

Subject	Discussion	Action
<u>Call to Order</u>	The meeting was called to order at 6:13pm.	
<u>Roll Call/Quorum</u>	Roll call was taken. A quorum was met.	
<u>Review of Minutes</u>	The minutes for May were reviewed. There were no changes.	Motion to approve May minutes made by Aleasa. Seconded by Casey. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u>	The May Treasurer's Report was reviewed.	Motion to approve May Treasurer's Report made by Elizabeth. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<u>Director's Update Monthly Report</u>	Vicki reviewed the Monthly Report through the end of April. Very little change or turnover with enrolled children. Most withdraws are from the waitlist for those aging out or going to PreK. Withdrawn from EHS is due to those turning 3 and transitioning to the HS program. Currently 97 assigned for enrollment. The waitlist continues to grow. Homeless numbers dropped a little in April. Attendance has remained good. Normal month for Home Base. More children were bussed in April than the previous month.	Motion to approve April Monthly Report made by Aleasa. Seconded by Shayna. No discussion. All in favor. None opposed. Motion passed.
<u>Financial Reports</u>	Vicki reviewed the Financial Report through the end of April. We have begun putting In-Kind back on the report as our waiver ended. Efforts are underway to keep these numbers growing. Budget is on target.	Motion to approve April Finance Report made by Tamara. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.

<p><u>CLASS Review Results</u></p>	<p>Laura briefly spoke about the CLASS Review results. All of our Head Start classroom scores met the quality benchmarks.</p>	
<p><u>FA2 Review</u></p>	<p>Vicki said we received our letter for the FA2 Review. The dates are July 15-19. One of those days will include a meeting with Policy Council members. More information to come after Vicki meets with the review lead.</p>	
<p><u>Succession Policy</u></p>	<p>Linda said this policy is for our executive leadership positions (Executive Director, Director of Finance, & Director of HR) and if there is an absence for an extended period of time. It includes steps to follow such as the Executive Director appointing someone else to fill-in temporarily. This is a new personnel policy.</p>	<p>Motion to approve the Succession Policy as presented made by Aleasa. Seconded by Shayna. No discussion. All in favor. None opposed. Motion passed.</p>
<p><u>One Time Funds Approval</u></p>	<p>Vicki reviewed a One Time Fund request that we would like to submit for \$165K to replace our handicapped accessible bus. It was purchased in 2010 and last year's maintenance costs were very high. We have quotes from 3 different companies. Our request would also include disposition of the current bus, whether selling or salvage.</p>	<p>Motion to approve One Time Funds as presented made by Aleasa. Seconded by Casey. No discussion. All in favor. None opposed. Motion passed.</p>
<p><u>Head Start Happenings</u></p>	<p>Alicia went over the Head Start Happenings.</p> <ul style="list-style-type: none"> • 6/12 – Last Day Pre-K Children • 6/17 & 6/18 – Planning Days • 6/19 – Agency Closed • 6/20 – Self-Assessment 9am-12pm • 6/24 – BOD Meeting • 7/4 – Agency Closed • 7/15-7/19 – FA2 Review • 7/29 – BOD Meeting • 8/8 – Last Day for Elgin Children • 8/9 – Last Day for EHS Children 	
<p><u>New Business Policy Council Brochure, Council Composition, Parent Concerns Procedure, Impasse Procedure Reviewed</u></p>	<p>Alicia shared the documents that were reviewed last month. No changes were made. The meeting dates on the brochure will be updated when solidified.</p>	<p>Motion to approve the Policy Council Brochure, Council Composition, Parent Concerns Procedure, & Impasse Procedure as presented made by Tamara. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.</p>

<p><u>Child Abuse and Neglect Procedure</u></p>	<p>Kaprice said there were no changes made to the Child Abuse & Neglect Procedure. All employees are trained upon hire as well as an annual training.</p>	<p>All new officers were voted in by hand-vote.</p>
<p><u>Behavior Guidance Policy</u></p>	<p>Kaprice said there were a couple of changes to wording involving the calming/quiet area but otherwise nothing significant.</p>	
<p><u>Voting of Officers</u></p>	<p>Alicia explained the process for electing officers for the next program year. The first meeting in September will include the outgoing officers as well as the incoming officers to help with an easy transition. During all voting, nominees left the room. The 24-25 officers are: Chairperson – Aleasa Price Vice-Chair – Shayna Thompson Treasurer – Melissa Caudell Secretary – None at this time.</p>	
<p><u>Summer Updates</u></p>	<p>Alicia reviewed documents that are updated over the summer so they can be in place for the new program year: By-Laws, Policy Council Budget, Standards of Conduct, Confidentiality Policy, Conflict of Interest Policy, Roles of Policy Council Members, Parent Reimbursement Procedure, Parent Concerns Procedure, Impasse Procedure, Composition, & Policy Council Brochure. Alicia suggested waiting until July to decide a date to meet, possibly in-person. Alicia will send the documents out for review and any suggested changes are then sent to her.</p>	
<p><u>Old Business</u> <u>Personnel Update</u> <u>Next Meeting</u></p>	<p>None. None. September 2024 @ 5:30pm</p>	
<p><u>Meeting Adjourned</u></p>	<p>The meeting was adjourned at 7:40pm.</p>	<p>Meeting adjourned. No motion.</p>

	<p>Documents Provided:</p> <ul style="list-style-type: none">- Agenda June 10, 2024- 051324 Policy Council Minutes- PC Treasury June 10, 2024- HSWC 23-24 Monthly Report – 04-24- Apr 24 HS and EHS Combined Budget – PC- Succession Policy for Exec. Leadership 2024- Impasse Procedure 2024- Policy Council Brochure 2024- Parent Concerns Procedure 2024- Policy Council Composition 2024-25	
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