

**Shasta Head Start
Policy Council Meeting Minutes
Administration Office
June 16, 2020**

Time Convened: 9:32am

Meeting Adjourned: 10:16 am

Attendees:

Policy Council Members: Michelle Holvik MaryJo Boyle Brenda Cecil-Ide Lisa Cutts Bobbi Brown Misty Brooks Misty Brooks		Shasta Head Start Staff: Gordon Chatham Gloriana Rhodes Amanda Keefer Tracey Vierra
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Summer Quorum 	<ul style="list-style-type: none"> • Non Federal Waiver • Adjourn
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All actions taken by the Policy Council are submitted to the Board of Directors for oversight.

	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 9:32am by Brenda Cecil-Ide.
2.	Minutes ➤ May 2020	A motion was made by Bobbi Brown and seconded by Michelle Holvik to approve the minutes for May 2020. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$585,207 and year to date expenses are 77.35%. Admin expenses were 8.33% and in kind is 101.23%. Early Head Start expenditures were \$454,470, and year to date expenses are 76.03%. Admin expenses were 8.82% and in kind is 78.05%. FCC expenditures were \$34,379, and year to date expenses are 66.44%. Admin expenses were 8.38% and in kind is 139.01%.
4.	Director's Report	Gordon Chatham presented the Director's Report that included Covid-19 update, Head Start summer program (CARES) funding for staffing and technology, part year center based programs, and our recent successes.
5.	Progress/Attendance Report	Amanda discussed the Progress and Attendance Reports. Our medical screenings are currently at a standstill, as providers are just now reopening. Shasta Head Start has an attendance goal of 90%, but most of our attendance reports are at a standstill with shelter in place as well.

6.	Personnel Report	Gordon Chatham presented the Personnel Report. A motion was made by Michelle Holvik and seconded by Bobbi Brown to approve the Personnel Report. Motion passed.
7.	Summer Quorum	Gordon presented the summer quorum. There will be no PC meetings in the summer unless the need should arise. A motion was made by Misty Brooks and seconded by Bobbi Brown to approve the summer quorum. Motion passed.
8.	Non Federal Waiver	Gordon explained that we will not be able to meet the non federal match with EHS in kind this year. We need approval for Region 9 to waive that requirement. A motion was made by Michelle Holvik and seconded by Bobbie Brown to approve the non federal waiver. Motion passed.
9.	Adjournment	A motion was made by Michelle Holvik and seconded by Bobbi Brown to adjourn the meeting at 10:16 am. Motion passed.

Approved as to form and content:

Acknowledged:

Brenda Cecil-Ide, Policy Council Chair

John Pappas, Board of Directors Chair