

**Shasta Head Start
Joint PC/BOD Meeting Minutes
Zoom Meeting, November 19, 2020**

Time Convened: 4:32 pm

Meeting Adjourned: 6:09 pm

Attendees:

<p>BOD Members: John Pappas Ann McFarland Linda Cole Johnni Hansen Donald Shanks</p>	<p>PC Members: Brenda Cecil-Ide Jesenia Ortiz-Andalon Misty Brooks MaryJo Boyle Tosha Chartrand Sarah Carter Kendra Caito Lisa Cutts Sara Goodrich Michelle Holvik Kelly Casmeay</p>	<p>Shasta Head Start Staff: Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra Kevyn Odenbach</p>
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Reports 	<ul style="list-style-type: none"> • Community Representative (PC) • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 4:33 pm by John Pappas.
2.	Minutes ➤ October PC Minutes ➤ October BOD Minutes	A motion was made by Misty Brooks and seconded by Jesenia Ortiz-Andalon to approve the PC October Minutes. Motion passed. A motion was made by Johnni Hansen and Seconded by Linda Cole to approve the BOD October Minutes. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the October Fiscal Report. Head Start expenditures were \$591,519 and year to date expenses are 15.56%. Admin expenses were 13.71% and in kind is 0%. Early Head Start expenditures were \$476,715 and year to date expenses are 15.34%. Admin expenses were 12.46% and in kind is 0%. FCC expenditures were \$35,158 and year to date expenses are 15.24%. Admin expenses were 12.18% and in kind is 0%.
4.	Director's Report	Gordon Chatham gave the Director's Report that included agency operations in accordance with State COVID-19 guidance with temporary closures as a result of staff shortages and positive case exposure, virtual Policy Council Orientation, Priority and Selection Committee on November 12 th , and focus area two review official notice.
5.	Progress/Attendance Report	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
6.	Personnel Reports	Gordon Chatham reviewed the October Personnel Report. A motion was made by Sara Goodrich and seconded by Michelle Holvik for the PC to approve the Personnel Report. Motion passed. A motion was

		made by Johnni Hansen and seconded by Ann McFarland for the BOD to approve the Personnel Report. Motion passed.
7.	Disabilities End of the Year Report	Amanda Keefer presented the Disabilities End of the Year Report (PY 2019-2020) that included number of children served, types of disabilities services, and data comparisons from previous years.
8.	Health/Safe Environments Training	Kevyn Odenbach shared the Health/Safe Environments training with the BOD and PC, reviewing lists of safety monitor checklists and Head Start safety standards.
9.	Eligibility, Enrollment, and Prevention of Fraud Training	Gordon Chatham presented the Eligibility, Enrollment, and Prevention of Fraud training. His training included the qualifications of eligible families, best practices for collecting of income documentation, the steps taken by SHS to prevent fraud, and the ramifications if fraud occurs.
10.	Reopening Plan Update	Gordon Chatham reviewed the most recent updates to the Reopening Plan. Changes included employee and parent mask wearing guidelines.
11.	Community Reps	A motion was made by Sara Goodrich and seconded by Michelle Holvik to approve keeping MaryJo Boyle from Far Northern Regional Center on as the Policy Council Community Representative. Motion passed.
12.	Code of Conduct and Conflict of Interest	Gordon Chatham discussed the Code of Conduct and Conflict of Interest policy. This item will be approved at the December meetings.
13.	Safety Meeting Pizza Incentive	Gordon Chatham presented the Safety Meeting Pizza Incentive policy and the recent changes to the policy. Pizza Incentives for staff for completing safety trainings will be put on hold for the time being due to COVID.
14.	2019-2020 Carryover Request	Gordon Chatham reviewed the 2019-2020 carryover of funds request to the BOD and PC, showing them a spreadsheet of exact amounts SHS is requesting to carryover to this fiscal year.
15.	NHSA Parent Engagement Conference	Amanda Keefer and Glori Rhodes mentioned the NHSA Conference and encouraged members of PC to attend the virtual training. 3 PC members signed up for the conference.
16.	Officer Nominations (PC)	Lisa Cutts nominated herself for the PC Secretary position. Sarah Carter seconded the nomination. Misty Brooks nominated herself for the PC Vice Chair position. Michelle Holvik seconded the nomination. Michelle Holvik nominated herself for the PC Chair position. Sarah Carter seconded the nomination. Jesenia Ortiz-Andalon nominated herself for the PC Chair position. Michelle Holvik seconded the nomination. All SHS parents will receive a ballot in the mail and results will be announced at the December 2020 PC Meeting.
17.	Adjournment	A motion was made by Michelle Holvik and seconded by Sarah Carter to adjourn the meeting. Motion passed. A motion was made by Ann McFarland and seconded by Linda Cole to adjourn the meeting. Motion passed. The meeting was adjourned at 6:09 pm.

Approved as to form and content:

Brenda Cecil-Ide, Policy Council Chair

John Pappas, Board of Directors Chair