

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
January 21, 2021**

Time Convened: 4:32 pm

Meeting Adjourned: 6:12 pm

Attendees:

<p>BOD Members:</p> <p>John Pappas Ann McFarland Linda Cole Carol Nye Johnni Hansen Michelle Holvik Eddie Shanks Mark Vegh</p>		<p>Shasta Head Start Staff:</p> <p>Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra</p>
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Action Items:

<ul style="list-style-type: none"> ● Minutes ● Personnel Report ● Selection Priorities 	<ul style="list-style-type: none"> ● Accounting Policies ● BOD Officer Election and Installation ● Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 4:32 pm by John Pappas.
2.	Mark Vegh, Contracted Attorney	Gordon Chatham introduced Mark Vegh, Shasta Head Start's contracted attorney and member of the BOD. Mark Vegh advises SHS and the BOD on legal matters. Per the Performance Standards, we may have a contracted attorney on our BOD if we don't have an attorney.
3.	Minutes (February 2020 and December 2020)	It was noted that the February 2020 Minutes were not officially approved. A motion was made by Johnni Hansen and seconded by Ann McFarland to approve both February 2020 minutes and last month's December 2020 minutes. Motion passed.
4.	Fiscal Report	Tracey Vierra gave the December Fiscal Report. Head Start expenditures were \$576,233 and year to date expenses are 30.52%. Admin expenses were 8.60% and in kind is 0%. Early Head Start expenditures were \$484,547 and year to date expenses are 30.26%. Admin expenses were 7.37% and in kind is 0%. FCC expenditures were \$38,806 and year to date expenses are 28.53%. Admin expenses were 6.67% and in kind is 0%. It was noted that OHS gave SHS a waiver for In-Kind this year, but we are still collecting In-Kind from parents and volunteers to keep up the habit. Carol Nye asked for the total amount paid to Apex since we started contracting with them. Tracey reported we have spend a total of \$579,337 for the 19-20 program year. This includes services, licensing, infrastructure updates and equipment.
5.	Director's Report	Gordon Chatham gave the Director's Report that included new Policy Council officers, Program Self-Assessment with record participation, upcoming Program Planning meeting, a summary of the program planning schedule, and Focus Area 2 update and addendum. Linda Cole asked if there was news regarding the COVID vaccine being distributed to educators. Gordon will be in a COVID info session meeting this Friday. Amber Butcher is working with our health department and compiling lists.

6.	Progress/Attendance Report	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
7.	Personnel Reports	Gordon Chatham presented the Personnel Report. A motion was made by Johnni Hansen and seconded by Carol Nye to approve the Personnel Report. Motion passed.
8.	PC Report	Michelle Holvik was introduced as the new PC Chair. She gave the PC report which included the take back items: In-Kind supplies can be accepted by centers, new PC officers, share the goals and mission of SHS, parents would like more notice of meetings for the Discovery/Weed location, remind parents to check emails, ECLKC website resource, Hill Country is a good dental clinic, remind parents to hold on to school readiness transition packet they will receive in their parent meeting.
9.	Intro to the ECLCK	Glori Rhodes shared her screen and walked the Policy Council through navigating the ECLKC website. It is a good resource for looking up the latest OHS and child development news and finding the Performance Standards and Head Start Act that Shasta Head Start abides by.
10.	Federal Review Prep	Gordon Chatham reviewed the protocols for the Federal Review occurring at the end of January. He went over the various reports, trainings, and approvals the BOD is involved with. The PC and BOD will meet with reviewers via Zoom on Thursday the 28 th at 9:30am. Glori Rhodes reminded the BOD of the BOD Portal and showed them the archive of BOD documents stored there.
11.	Selection Priorities	Gordon Chatham presented the updated Selection Priorities. A motion was made by Linda Cole and Seconded by Carol Nye to approve the Selection Priorities. Motion passed.
12.	Officer Election and Installation	Last month, the BOD nominated officers: Linda Cole was nominated as BOD Secretary; Carol Nye was nominated as Vice Chair; John Pappas was nominated for Chair. The BOD took a vote to approve all nominated officers. All unanimously voted to approve officers. New officers were officially installed.
13.	Accounting Policies	Gordon Chatham explained the updates to the accounting policies. The changes were minor, consisting of staff title corrections and report date updates. A motion was made by Johnni Hansen and seconded by Linda Cole to approve the Accounting Policies. Motion passed.
14.	Program Philosophy and Goals	Gordon Chatham summarized the agency's 5 year goals and reviewed the mission/vision/beliefs statements. The Program Philosophy and Goals are reviewed and approved by the PC and BOD each year as part of our program planning schedule.
15.	Program Planning	Gordon Chatham reminded the BOD that Program Planning will take place via Zoom on January 22.
16.	Updated BOD Roster	Glori Rhodes presented the Updated BOD Roster. It was noted that John Pappas's cell phone number was incorrect. Glori will fix and email the BOD a new copy.
17.	Executive Director Evaluation (Closed Session)	Item Tabled.
18.	Adjournment	The meeting was adjourned at 5:39 pm.

Approved as to form and content:

John Pappas, Board of Directors Chair