

**Shasta Head Start
Joint PC/BOD Meeting Minutes
Zoom Meeting
March 18th, 2021**

Time Convened: 4:32pm

Meeting Adjourned: 6:48pm

Attendees:

Policy Council Members: Nicole Christie, Michael Hartson, Sarah Spencer, Tosha Chartrand, Natalie Webbon, Mary Jo Boyle, Jesenia Ortiz-Andalon, Sara Goodrich, Misty Brooks, Lisa Cutts, Belle Knight, Carrie McLane	BOD Members: Ann McFarland Donald Shanks Linda Cole Carol Nye Michelle Holvik Joan Landry	Shasta Head Start Staff: Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra
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Action Items:

<ul style="list-style-type: none"> ● Minutes ● Personnel Report ● Program Philosophy and Goals 	<ul style="list-style-type: none"> ● Audit Results (BOD) ● Grant Consolidation ● Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	Michael Hartson was introduced as the new PC alternate for the Mary Street. The meeting was called to order at 4:32 pm by Carol Nye, BOD Vice Chair, and Michelle Holvik, PC Chair.
2.	Minutes	A motion was made by Linda Cole and seconded by Joan Landry to approve last month's BOD minutes. Motion passed. A motion was made by Misty Brooks and seconded by Sara Goodrich to approve last month's PC minutes. Motion passed.
3.	Meet the Professionals: Jenna Trask, Registered Nurse Eileen Kelley, Mental Health Specialist	Jenna Trask introduced herself to the group as the SHS Registered Nurse. She presented the total number of children and prenatal moms served. She described her role in SHS and Covid exposures which included: calling families to alert them of exposure, complying with county guidelines, tracking Covid cases and quarantine periods for individuals in our Child Plus system. Due to the precautions the agency has taken, we have had no transmission of Covid between children at our centers. Eileen Kelley introduced herself as the SHS Mental Health Specialist. She informed the group that this year she has had 37 kids with a mental health referral. Consistency and routine disruptions affect behavior in kids, making this year difficult for many. Eileen reviewed what qualified a child for getting a mental health referral. On a positive note, she has been holding meetings with parents via Zoom/phone and has gotten to connect with a lot more parents as attendance via phone is higher.
4.	Family Outcomes and PFCE	Diane Hacker gave an overview of the family outcomes data and the Parent, Family, Community Engagement framework. She reviewed each of the 7 PFCE areas and the number of family goals completed per area and opportunities identified for families. The majority of family goals created were completed or partially completed.
5.	Fiscal Report	Tracey Vierra gave the February Fiscal Report. Head Start expenditures were \$549,390 and year to date expenses are 45.98%. Admin expenses were 9.93% and in kind is 0%. Early Head Start expenditures were

		\$433,637 and year to date expenses are 45.57%. Admin expenses were 8.88% and in kind is 0%. FCC expenditures were \$36,160 and year to date expenses are 33.65%. Admin expenses were 7.75% 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.
6.	Director's Report	Gordon Chatham gave the Director's Report that included quality and COLA funding and COVID-19 data from the past year. He presented a chart showing attendance in the classroom and attendance in the distance learning option. The group discussed the California minimum wage increases compared to the yearly COLA allowance. The COLA does not cover the full cost of increased minimum wage, causing SHS staff costs to increase at a high rate. Budgeting for staff is difficult, as we need certain ratios in the classrooms to remain open and we need to keep the pay scales intact. The Policy Council asked how we can advocate for a higher COLA to bridge this gap. Gordon Chatham will provide contact information to the PC at the next meeting so they can advocate for SHS.
7.	Progress/Attendance Report	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. She also noted that the dental clinic this month went well! The PC requested the number of attendees vs the number of individuals who signed up for the clinic.
8.	Personnel Reports	Gordon Chatham presented the Personnel Report. A motion was made by Sara Goodrich and seconded by Tosha Chartrand for the Policy Council to approve the Personnel Report. Motion passed. A motion was made by Linda Cole and seconded by Joan Landry for the BOD to approve the Personnel Report. Motion passed.
9.	Program Planning Results	Gordon Chatham reviewed the Program Planning results document. During the Program Planning meeting, the group conducted a SWOT analysis that the management team later reviewed and discussed areas for improvement. This is part of our annual planning cycle.
10.	Program Philosophy and Goals	Gordon Chatham summarized the Program Philosophy and Goals presented at last month's meetings. No notable changes have been made to the philosophy or goals. A motion was made by Sara Goodrich and seconded by Sarah Spencer for the Policy Council to approve the Program Philosophy and Goals. Motion passed. A motion was made by Joan Landry and seconded by Linda Cole for the BOD to approve the Program Philosophy and Goals. Motion passed.
11.	Audit Results	Gordon Chatham reminded the BOD of the Audit Results presented at the last meeting that needs BOD approval. A motion was made by Linda Cole and seconded by Joan Landry to approve the Audit Results. Motion passed.
12.	Grant Consolidation	Gordon Chatham described the plan to consolidate the 2 SHS Grants. Currently, we have one Basic Grant for our EHS/HS centers and home base options, and a second grant for our FCC Partnership EHS program options. He reviewed the pros and cons for consolidating the grants. If consolidated, the FCC Grant would move ahead one grant cycle year to match the Basic grant. There would be considerably less paperwork for reporting and applying for the grants if consolidated. The group discussed the consolidation pros and cons. A motion was made by Belle Knight and seconded by Misty Brooks for the Policy Council to approve the Grant Consolidation. Motion passed. A motion was made by Joan Landry and seconded by Linda Cole for the BOD to approve the Grant Consolidation. Motion passed.

13.	Parent Survey	Diane Hacker presented the parent survey results collected this year. There were many positive reviews and all but one family were satisfied with the services of SHS. She also mentioned that the first Zoom Parent Café would take place on April 1 st and encouraged PC to attend/ spread the news.
14.	Parent Recruitment Ideas	Item tabled due to meeting running long.
15.	Community Assessment Update	Gordon Chatham briefly reviewed this year's Community Assessment Update. There were no major changes.
16.	Meeting Dates	Glori Rhodes displayed the requested meeting dates change from the 3 rd week of the month to the 4 th week of the month. This would allow SHS staff more time to compile reports for the packets. This will be an action item next month.
17.	Items to take back to Parent Meetings (PC)	Items included: In-Kind and Virtual Parent Café on April 1 st .
18.	PC Adjournment	A motion was made by Misty Brooks and seconded by Sara Goodrich to adjourn the PC at 6:46 pm. Motion passed, PC adjourned.
19.	BOD Closed Session	Gordon Chatham conducted a brief closed session with the BOD members.
20.	BOD Adjournment	A motion was made by Joan Landry and seconded by Linda Cole to adjourn BOD at 6:48pm. Meeting adjourned.

Approved as to form and content


 Michelle Holvik, Policy Council Chair

 John Pappas, Board of Directors Chair