

**Shasta Head Start
Policy Council Meeting Minutes
Zoom Meeting
May 25, 2021**

Time Convened: 9:33 am

Meeting Adjourned: 10:55 am

Attendees:

Policy Council Members: Michelle Holvik, Misty Brooks, Nicole Collins, Lisa Cutts, Maryjo Boyle, Belle Knight, Nicole Christie, Chris Hiller, Sara Goodrich, Sarah Spencer, Vicki Rinear		Shasta Head Start Staff: Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra Robin Hanke Brandon Hiester
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • Continuation Update Grant Application • 375 Lake Blvd Refinance • 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 9:33am by Michelle Holvik. Gordon Chatham announced that MaryJo Boyle, who has been an active member of the Policy Council as the community representative for years, has been asked to join the Board of Directors. MaryJo introduced Vicki Rinear as her recommended replacement as Far Northern Community Center community representative for Policy Council. Vicki worked in the SHS Disabilities department in the past and is very familiar with our program. The PC welcomed Vicki as the new community representative and thanked MaryJo for her continued service.
2.	Minutes	A motion was made by Chris Hiller and seconded by Sarah Spencer to approve the April minutes. Motion passed.
3.	Disabilities and Mental Health Training	Robin Hanke was introduced as the Disabilities and Mental Health Manager. She presented an overview of the 2020-2021 end of the year numbers including the number of referrals received, IEPs, ISFPs, and Connections Program participants. We have more than the 10% of enrolled children with diagnosed disabilities required by OHS. She clarified to the PC that the goal of the Connections Program was to provide early intervention so children can safely participate in the classroom. The Connections Facilitator provides resources to parents in the Connections Program.

4.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$647,407 and year to date expenses are 63.77%. Admin expenses were 9.72% and in kind is 0%. Early Head Start expenditures were \$514,865 and year to date expenses are 62.78%. Admin expenses were 10.21% and in kind is 0%. FCC expenditures were \$30,937 and year to date expenses are 44.34%. Admin expenses were 12.59% 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.
5.	Director's Report	Gordon Chatham gave the Director's Report that included the Shasta Head Start Scholarship funded by Merchants Bank of Commerce selected a winner, John Iniguez-Maciel, who attended our McArthur Center and is graduating from Fall River Highschool. Gordon's report also included the statement from Head Start California regarding Assembly Bill 22. There may be a call to action. Gordon will forward that call to action to the PC when it comes through.
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 Sara Goodrich and seconded by Misty Brooks to approve the Personnel Report. Motion passed.
8.	Continuation Funding Grant Application	Gordon Chatham described the 2021-2022 continuation update to the 2018-23 funding applications for grant 09CH016042 (Head Start, Early Head Start, and Early Head Start Partnership) for Basic, T/TA, and COLA. A motion was made by Misty Brooks and seconded by Chris Hiller to approve the application. Motion passed.
9.	Personnel Policies Update	Brandon Hiester introduced himself as the Operations Director. He reviewed the wording changes to the Personnel Policies that included administrative leave clarification, holiday pay guidelines, and PTO benefits. No major changes to the policies were made, just wording updates for clarity. This will be an action item next month.
10.	375 Lake Blvd Refinance	Gordon Chatham explained the request by OHS to refinance the loan on the 375 Lake Blvd property, originally purchased in 2010. A motion was made by Sara Goodrich and seconded by Chris Hiller to proceed with refinancing the loan. Motion passed.
11.	Facilities Update	Brandon Hiester gave a facilities update to the PC about the current building/location projects. During spring break, the Juniper Center was remodeled with a wall removal and new floors. We are in escrow with the property in Shasta Lake which we soon hope to renovate and have both HS and EHS classrooms at that location. We have a new lease on a Burney property in a much better location than our current center in Johnson Park that we have a module build in progress and will advertise bids for site work.

12.	Summer Quorum	Gordon Chatham discussed the summer quorum: there will be no regular PC meetings in the months of July, August, or September. If something comes up that needs PC approval, a special meeting will be called.
13.	Items to take back to Parent Meetings	Items included: Importance of In-kind, SHS is looking in to using LG to track In-Kind. The hope is to have this in place by 2022.
14.	Adjourn	A motion was made by Sarah Spencer and seconded by Chris Hiller to adjourn the meeting. Motion passed. The meeting was adjourned at 10:55 am.

Approved as to form and content:



 Michelle Holvik, Policy Council Chair

Acknowledged:

 John Pappas, Board of Directors Chair