

**Shasta Head Start  
BOD Meeting Minutes  
Zoom Meeting  
December 22<sup>nd</sup>, 2022**

Time Convened: 4:36 pm

Meeting Adjourned: 5:32 pm

Attendees:

<b>BOD Present:</b> Heather Buchanan John Pappas Carol Nye	Eddie Shanks Linda Cole Melissa Kalinowski	<b>BOD Absent:</b> Joan Landry Mary Jo Boyle	<b>Shasta Head Start Staff:</b> Gloriana Rhodes Amanda Keefer Kevyn Odenbach
		Gordon Chatham Tracey Vierra	

**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> <li>• Code of Conduct and Conflict of Interest</li> </ul>	<ul style="list-style-type: none"> <li>• Sign-On Bonus</li> <li>• Continued Funding Applications for CSPP (CDE) and CCTR (CDSS)</li> <li>• Adjourn</li> </ul>
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	<b>Introductions &amp; Brief Announcements</b>	The meeting was called to order at 4:36 pm by John Pappas.
2.	<b>Minutes</b>	The BOD reviewed the minutes. A motion was made by Heather Buchanan and seconded by Melissa Kalinowski to approve the minutes. Motion passed.
	<b>Health and Safe Environments</b>	Jenna Trask was unable to make it to the meeting, so she will reschedule with the BOD. Kevyn Odenbach presented the Safe Environments update. He described the lead water testing process. There are very few certified water samplers in our area, so we had to bring them up from Sacramento or the Bay. There were 3 sinks that tested above the allowable threshold for lead, and we are replacing those 3 fixtures. None of the tested sinks tested higher than the federal standards, only state standards.
3.	<b>Fiscal Report</b>	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$ 489,363 and year to date expenses are 18.98%. Admin expenses were 9.89% and in kind is 0%. Early Head Start expenditures were \$ 487,786 and year to date expenses are 19.02%. Admin expenses were 9.69% and in kind is 0%.
4.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report which included announcing the new PC officers, holiday activities, upcoming Self-Assessment meeting, and upcoming Program Planning meeting. Program Planning will be used to look at our agency goals. Our comprehensive grant will contain new and/or updated goals as part of our new grant cycle.
5.	<b>Attendance and Progress Report</b>	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Most of our kids have had their screeners completed. We had our usual dental clinic at

		Shasta Community Health, and we had the Hill Country dental van visit Lake and Anderson centers. We will continue partnering with Hill Country to provide this onsite service. Good progress is being made on classroom monitors.
6.	<b>Personnel Report</b>	Gordon Chatham presented the personnel report. Gordon said to anticipate many maternity leaves in the spring. A motion was made by Linda Cole and seconded by Carol Nye to approve the personnel report. Motion passed.
7.	<b>Policy Council Report</b>	Melissa Kalinowski gave the PC report. New 2023 PC officers will be herself continuing as Chair, Silvia Velazquez is the new Vice Chair (previously Secretary), and Katie Perez is the new Secretary. Melissa reported that Diane Hacker presented on EITC and Child Tax Credit. Policy Council was invited to Self-Assessment and Program Planning and we hope to get more parent participation this year.
8.	<b>PIR</b>	Amanda Keefer presented the Summary PIR Report. This is an annual report that we are required to submit. Report summarized our service numbers and demographics data. She noted that our enrollment was low last program year.
9.	<b>Code of Conduct and Conflict of Interest</b>	Gordon Chatham reviewed the Code of Conduct and Conflict of Interest that was presented last month. A motion was made by Linda Cole and seconded by Heather Buchanan. Motion passed.
10.	<b>Sign-On Bonus</b>	Gordon Chatham described the sign-on bonus proposal. This will help our agency recruit high quality staff for specific positions. It was noted that the Policy Council did not approve this item. A motion was made by Carol Nye and seconded by Linda Cole to approve the new sign-on bonus. Motion passed. Per our Impasse Policy, the BOD will draft a letter to the PC to inform them of their decision and to discuss the item. Gordon will work with John Pappas on this process.
11.	<b>Continued Funding Applications for CSPP (CDE) and CCTR (CDSS)</b>	Amanda Keefer presented the continued funding applications for our state programs. The document needing approval states that Gordon Chatham, Amanda Keefer, and Tracey Vierra have the authority on behalf of the agency to apply for continued state funding. A motion was made by Linda Cole and seconded by Carol Nye to approve both the continued funding applications. Motion passed.
12.	<b>Selection Priorities</b>	Gordon Chatham summarized the results of the Selection and Priorities annual meeting to discuss our enrollment point system. The points will remain the same for next program year. Gordon is looking forward to data on SNAP family recipients and how it affected our enrollment.
13.	<b>Adjourn</b>	A motion was made by Carol Nye and seconded by Linda Cole to adjourn the meeting at 5:32 pm. Motion passed.

*Approved as to form and content:*

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John Pappas, Board of Directors Chair