

**Shasta Head Start  
BOD Meeting Minutes  
Hybrid Meeting  
October 27<sup>th</sup>, 2022**

Time Convened: 4:30 pm

Meeting Adjourned: 6:15 pm

Attendees:

<b>BOD Present:</b> Mary Jo Boyle John Pappas Joan Landry Melissa Kalinowski	<b>BOD Absent:</b> Eddie Shanks	<b>Shasta Head Start Staff:</b> Gloriana Rhodes Amanda Keefer Gordon Chatham Tracey Vierra
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**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> <li>• Fiscal Policies</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Revision</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 4:30 pm by John Pappas.
2.	<b>Minutes</b>	The BOD reviewed the minutes. A motion was made by Carol Nye and seconded by Mary Jo Boyle to approve the minutes. Motion passed.
3.	<b>Fiscal Report</b>	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$476,513 and year to date expenses are 6.35%. Admin expenses were 9.10% and in kind is 0%. Early Head Start expenditures were \$443,321 and year to date expenses are 5.97%. Admin expenses were 9.20% and in kind is 0%. Tracey mentioned that this year we do not have an In-Kind requirement, but we will keep our In-Kind collection processes in place. John Pappas asked Tracey to label which facilities projects each of the construction line items where for. Tracey will make that adjustment on the next report. The annual audit is coming up and the auditors will be here at the end of November.
4.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report which included agency operations, In-Service, Enrollment Priority and Selection Committee, Parent Café, facilities update, and federal updates. This month we have gotten three rehires from other agencies. Oakview A will be closed due to staff, and children will be moved to other centers. We are actively trying to recruit new staff with a new online ad campaign. Gordon clarified that we are still running bids for the Shasta Lake City remodel- we have not chosen a contractor as of today. The federal update included a memorandum that lists the types of incidences that should be reported to licensing. California is requiring us to test the water in all centers built prior to 2010. This is an extensive process. The CA standard is 5 parts per billion, the federal standard is 15

		parts per billion. They found a Gateway center sink with 14 parts per billion. The sink was shut down but it resulted in an automatic type B licensing violation. This violation will be removed when it is fixed. WE may receive other lead violations as testing is done. The Shasta Lake water will be tested before we remodel.
5.	<b>Attendance and Progress Report</b>	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Amanda described the changes on the graphs and highlighted the lines showing standards. Joan Landry asked of we were promoting our agency to Shasta College ECE students. Amanda said Shasta College is rolling out a new program for ECE worker. Universal TK is bringing a lot of attention to ECE education. Hopefully we will get more staff from this ECE program. Hill Country will go out to our centers to provide dental services. Kevyn Odenbach, our health manager, has been working on getting this to happen for a long time. They are going to Anderson Park and Lake centers!
6.	<b>Personnel Report</b>	Gordon Chatham presented the personnel report. It was noted that two of the separations listed were already returning. That reinforces that we are a good place to work. Gordon gave an update about the open Area Manager position. Right now, Happy Valley is closed due to staffing. A motion was made by Linda Cole and seconded by Joan Landry to approve the personnel report. Motion passed.
7.	<b>Policy Council Report</b>	Melissa Kalinowski gave the PC report. PC orientation went well and we had good attendance from the new Reps and Alts. Take backs included asking all Alternates to attend along with the Representatives to improve attendance, and the Adult Code of Conduct.
8.	<b>Eligibility and Fraud Prevention Training</b>	Gordon Chatham trained the BOD on our program's eligibility requirements and reviewed the definition of fraud.
9.	<b>Fiscal Policies</b>	Tracey Vierra explained that the changes to the polities were just title changes. A motion was made by Carol Nye and seconded by Joan Landry. Motion passed.
10.	<b>401(k) Audit</b>	Gordon Chatham informed the BOD that this 401(k) audit occurred this year. This is a yearly report given to the BOD.
11.	<b>Budget Revision</b>	After speaking to our regional specialist, Gordon Chatham explained that this does not need approval, as the revision was already approved as a part of our grant. No action needed.
12.	<b>Committee Sign Ups</b>	Gordon Chatham described the committees and encouraged the BOD to contact Glori Rhodes to sign up.
13.	<b>Closed Session</b>	The BOD adjourned to a closed session.
14.	<b>Adjourn</b>	The meeting was adjourned at 6:15 pm.

*Approved as to form and content:*

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John Pappas, Board of Directors Chair