

**Shasta Head Start  
Joint PC and BOD Meeting Minutes  
Zoom Meeting  
March 23rd, 2023**

Time Convened: 4:32 pm

Meeting Adjourned: 5: pm

Attendees:

<p><b>BOD Present:</b> John Pappas, Linda Cole, Mary Jo Boyle, Heather Buchanan, Carol Nye</p> <p><b>BOD Absent:</b> Eddie Shanks</p>	<p><b>PC Present:</b> Melissa Kalinowski, Silvia Velasquez, Katelynn Perez, Michaela Crain, Monique Garber, Margaret Crawford</p>	<p><b>Shasta Head Start Staff:</b> Gloriana Rhodes      Gordon Chatham Amanda Keefer      Tracey Vierra Jim Speakman Auditors: Keith Hunting and Donna Darwin</p>
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**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Audit Results (BOD Only)</li> <li>• Personnel Report</li> </ul>	<ul style="list-style-type: none"> <li>• COVID Mitigation Plan</li> <li>• Personnel Policies Updates</li> <li>• Weed 1303 Application</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 4:32 pm by John Pappas.
2.	<b>Audit Results Presentation (BOD only)</b>	Keith Hunting and Donna Darwin, DH Scott auditors, presented the audit report to the BOD. They stated that the BOD is responsible for hiring of auditors and for the oversight of the audit. They displayed a report that contains financial revenue and expenses of the program. It was noted that CSPP now requires 3 separate reports for each of the 3 counties we serve. It was noted that there were no findings. Keith Hunting mentioned that there are rarely any surprises as Tracey and the fiscal department present very detailed reports to BOD and PC each month. A motion was made by Melissa Kalinowski and seconded by Linda Cole to approve the audit results report. Motion passed.
3.	<b>Minutes</b>	The PC and BOD minutes were reviewed. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the PC minutes. Motion passed. A motion was made by Carol Nye and seconded by Linda Cole to approve the BOD minutes. Motion passed.
3.	<b>Fiscal Report</b>	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$472,127 and year to date expenses are 40.70%. Admin expenses were 9.47% and in kind is 0%. Early Head Start expenditures were \$454,715 and year to date expenses are 40.68%. Admin expenses were 10.70% and in kind is 0%. Tracey included

		the updated August 2022 numbers in a separate packet. She asked the group to reach out if there were any questions.
5.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report which included the following: We have received notice of this year's COLA and it is higher than Gordon has ever seen, 5.6%. He included the breakdown of our funding for next year in his report. He is looking into rolling out the COLA increase sooner than September. He is working on the new grant cycle application with Amanda and Tracey. This will be completed in May and will be up for approval from PC and BOD. SHS met all grant requirements during the last grant cycle, making this grant cycle non-competitive. Gordon is working on a new agreement with Weed Elementary. Shasta Lake is still in process and finally got HVAC units installed. Gordon included a federal update in his report that highlights how OHS determines our grant funding.
6.	<b>Attendance/Monthly Progress Report</b>	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. We had an increase in our dental exams because Hill Country is going out and providing dental services. We are close to meeting our disabilities 10% enrollment requirement. The percentage is based on funded enrollment, not current enrollment. Amanda Keefer mentioned that she visited Burney as part of the Royal Reader program where admin staff read to classes at our centers. It is a fun program that gives admin staff an opportunity to connect with center staff and children.
7.	<b>Personnel Report</b>	Gordon Chatham presented the personnel report. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the personnel report. Motion passed. A motion was made by Carol Nye and seconded by Melissa Kalinowski to approve the personnel report. Motion passed.
8.	<b>Annual Report</b>	Gordon Chatham and Glori Rhodes presented the 2021-2022 PY Annual Report. It was noted that all pictures included are of our children, staff, and centers.
9.	<b>COVID Mitigation Plan</b>	Amanda Keefer informed the BOD that the Office of Head Start had edited the performance standards and now requires a "COVID Mitigation Policy." We took our current plan and updated it in accordance with OSHA and CDC regulations. We were able to relax some restrictions. No policy or procedure changes will affect our parents. This was shared at the last meetings. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the COVID Mitigation Plan. Motion passed. A motion was made by Linda Cole and seconded by Mary Jo Boyle to approve the COVID Mitigation Plan. Motion passed.
10.	<b>Personnel Policies Update</b>	Jim Speakman, HR Coordinator, joined the meeting to present updates to personnel policies: FMLA, Bereavement, Paid Sick Leave, Paid Time Off, Attendance, Holidays, Voting, and Employee Benefits. He showed the PTO rate table with updated accrual rates and showed the Employee Benefits Chart. Gordon explained the reasoning for splitting the paid time off and paid sick leave times. This will help managers enforce agency attendance policy. John Pappas was concerned with the new Voting Policy. The group discussed and came to the conclusion to change this policy, allowing staff to have two hours off to vote, with staff having the option to take PTO or not. Jim and Gordon will make the changes to this Voting policy. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the personnel policies (with the voting policy approved as amended). Motion passed. A motion was made by Linda Cole and seconded by Mary Jo Boyle to approve the personnel policies (with the voting policy approved as amended). Motion passed.

11.	<b>Weed 1303 Application</b>	Gordon Chatham asked for approval to use our already budgeted funds for the Weed construction project. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to. Motion passed. A motion was made by Linda Cole and seconded by Mary Jo Boyle to approve. Motion passed.
12.	<b>Budget Training and Planning for Next Year</b>	Gordon Chatham reviewed the planning cycle with the BOD and PC. He then presented the Budget Training that included descriptions of fiscal regulations, In-Kind, allowable cost, capital expenditures guidelines, simplified threshold, budget revisions, close out period, bonding requirements, governing bodies financial monitoring responsibilities, annual audit, and accounting policies and procedures.
13.	<b>Program Philosophy, Goals, and Objectives</b>	Gordon Chatham shared the mission/vision/ beliefs statement of our agency. He presented the updated 5 year goals as well. Our main 5 goals will remain the same as last grant cycle. We have updated objectives and strategies to track progress/outcomes.
14.	<b>Burney building and land donation</b>	Gordon Chatham informed the BOD and PC that the owner of our previous Burney Center location wants to donate the building to us. We would not need to use grant funds so we would not need to go through the approval process with OHS. It could be used for storage until sold. The group discussed if accepting it was more work than it was worth. Gordon said we could justify using it for storage and that someone would pay something for it. Selling it would add to our non-grant fund. It was requested that the Policy Council approve this via email, as we had lost our PC quorum at this point in the meeting. PC approved with all “yes” votes via email. Motion passed. A motion was made by Carol Nye and seconded by Mary Jo Boyle to approve accepting the building donation. Motion passed.
15.	<b>HS/EHS Grant Application Process</b>	This was covered in the director’s report.
16.	<b>Community Assessment</b>	Gordon Chatham presented the new Community Assessment. This was outsourced and they did a fantastic job. Gordon highlighted the rate of poverty numbers. This will be included in our grant application.
17.	<b>Funding Letter from ACF</b>	This was included as an attachment in the director’s report.
18.	<b>Non-Competitive Grant Determination Letter</b>	This was included as an attachment in the director’s report.
19.	<b>Take Back Items</b>	Items included In-Kind and Week of the Young Child events are happening beginning of April.
20.	<b>Adjourn</b>	John papas adjourned the meeting at 6:42pm.

*Approved as to form and content:*

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John Pappas, Board of Directors Chair

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Melissa Kalinowski, Policy Council Chair