

**Shasta Head Start
Policy Council Minutes
Zoom Meeting
December 20, 2022**

Time Convened: 9:34 am

Meeting Adjourned: 11:08 pm

Attendees:

PC Present: Melissa Kalinowski Margaret Crawford Silvia Velasquez Vicki Rinear	Tina Cserep Katelynn Perez Bradley Perez	Shasta Head Start Staff: Gloriana Rhodes Amanda Keefer Diane Hacker Jenna Trask	Gordon Chatham Tracey Vierra Kevyn Odenbach
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Code of Conduct and Conflict of Interest 	<ul style="list-style-type: none"> • Sign-On Bonus • Continued Funding Applications for CSPP (CDE) and CCTR (CDSS) • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 9:34 by Melissa Kalinowski.
2.	Minutes	The PC reviewed the minutes. A motion was made by Silvia Velasquez and seconded by Katelynn Perez to approve the June minutes. Motion passed.
3.	Health and Safe Environments	Jenna Trask and Kevyn Odenbach introduced themselves to the group. Jenna reviewed her end of the year health report. We have challenges in getting our children to complete dental screeners and treatment. The Hill Country mobile clinics visited Anderson and Lake centers and went very well! The biggest hurdle is the dental paperwork. Kevyn is working on arranging Hill Country to visit more of our locations. 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.
4.	Earned Income Tax Credit	Diane Hacker presented tax resources to the PC that included Vita and Myfreetaxes. Our families also qualify for the earned income tax credit and can utilize filing their taxes for free. Diane asked the PC to inform parents. This information will be sent to all parents via Learning Genie.

5.	Fiscal Report	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%. The auditors are currently onsite gathering information for our annual audit.
6.	Director's Report	Gordon Chatham gave the Director's Report which included announcing the new PC officers later in the meeting, 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. Silvia Velazquez asked about holiday activities, specifically Christmas and Halloween. Gordon mentioned that we try to be all inclusive and not have events that may affect attendance. Amanda Keefer clarified that teachers are able to organize their own Make and Takes, and that management is trying to portray the message that it is ok to have events post COVID.
7.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Good progress is being made on classroom monitors.
8.	Personnel Report	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.
9.	PIR Report	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.
10.	Code of Conduct and Conflict of Interest	Gordon Chatham reviewed the Code of Conduct and Conflict of Interest that was presented last month. A motion was made by Silvia Velasquez and seconded by Katelynn Perez. Motion passed.
11.	Sign-On-Bonus	Gordon Chatham described the sign-on bonus proposal. This will help our agency recruit high quality staff for specific positions. The PC were concerned about the high amount and suggested lowering the new staff sign-on bonus and using what was left to give current staff a retention bonus. Gordon mentioned that current staff are receiving a quarterly retention bonus. We do not currently have a longevity pay scale because we relay on COLA funding. The PC recommended lowering the sign-on bonus to \$2.5k and using the rest for a retention bonus. Motion did not pass.
12.	PC Election Results	New 2023 PC officers will be Melissa Kalinowski continuing as Chair, Silvia Velasquez is the new Vice Chair (previously Secretary), and Katie Perez is the new Secretary. Gordon Chatham thanked all PC officers and members for their valuable participation in our agency.
13.	Continued Funding Applications for CSPP (CDE) and CCTR (CDSS)	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 Silvia Velasquez and seconded by Katelynn Perez to approve both the continued funding applications. Motion passed.
14.	Selection Priorities	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. A motion was made by Silvia Velasquez and seconded by Margaret Crawford. Motion passed.
15.	Take Back Items	Items included: importance of In-Kind, EITC and tax resources, dates of Self-Assessment and Program Planning

16.	Adjourn	A motion was made by Silvia Velasquez and seconded by Margaret Crawford to adjourn at 11:08 am. Motion passed.
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Approved as to form and content:

Melissa Kalinowski, Policy Council Chair

John Pappas, Board of Directors Chair