

**Shasta Head Start
Joint BOD and PC Meeting Minutes
Hybrid Meeting
November 16, 2023**

Time Convened: 4:43 pm

Meeting Adjourned: 6:54 pm

Attendees:

<p>BOD Present: Wendy Dickens, Linda Cole, Bill Jostock</p> <p>BOD Absent: Jeanne Viech, Eddie Shanks, Melissa Kalinowski</p>	<p>PC Present (in person): Noel Miller, Tyson Casper, Nathan Smith, Isabel Hernandez, Connie Grunder, Izabel Santana, Morganne Lewin, Margaret Crawford (Community Rep)</p> <p>PC Present (via Zoom): Ronniesue Beckworth, Morgan Swanson, Silvia Velazquez (vice chair), Ashley Isiderio, Aaron White, Lauren Taksa</p> <p>PC Absent: Kayla Peterson, Nicole Christie, Carlie Wallace, Charline Gonzalez, Tera Gregston, Norma Platner, Kristen Johnson, Cady Schell, Luis Alvarez, Marbella Funez, Chris Hiller, Tiffany Young, Melissa Galindo, Charity Monson, Sierra Saylor, Martin Santana, Vicky Rinear (Community Rep)</p>	<p>Shasta Head Start Staff: Gordon Chatham, Amanda Keefer, Tracey Vierra, Cassie Johnson, Amy Lawson, Kevyn Odenbach, Jenna Trask</p>
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • CDE Funding Application 	<ul style="list-style-type: none"> • Community Reps (PC) • Code of Conduct and Conflict of Interest • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was started with a welcome by Gordon Chatham at 4:43pm. Linda Cole called meeting to order at 4:48 pm. Started with introductions, went around the room, then on zoom. No announcements.
2.	Minutes	The PC and BOD minutes were reviewed. A motion was made by Margaet Crawford and seconded by Ashley Isiderio to approve the PC minutes. Motion passed. A motion was made by Wendy Dickens and seconded by Bill Jostock to approve the BOD minutes. Motion passed. Electronic/Email approvals received from absent Board Members: Jeanne Viech, Eddie Shanks, and Melissa Kalinowski.

3.	Safe/Health Environments	<p>Keyvyn Odenbach presented results of Safe Environments monitoring for the for the 22-23 program year, large checklist that is performed annually at each of our centers. Maintenance requests are submitted when issues are noticed. Aaron White asked if our funding is impacted if we have violations. Gordon mentioned that we have a federal review every 5 years where we are monitored and take any corrective actions necessary. Keyvyn takes these actions, so we are prepared for review.</p> <p>Jenna Trask shared the health services program summary for 22-23, noting successful partnership with Hill Country Medical group (children love that it's mobile and fun, parents get education). One major challenge presented was regarding blood lead testing which must be done in a lab (unable to test in clinics). Any lead in a young child's blood supply can cause developmental issues and learning delays.</p>
4.	Roles & Responsibilities in Governance / Fraud Training	<p>Governance training was presented by Gordon Chatham, noting that we do not currently have a licensed attorney on our Board, but do have one contracted. (It has been a challenge finding licensed attorneys willing to volunteer their time). Gordon reminded Board and PC Members they are welcome to attend upcoming self-assessment. Provided example of past conflict of interest. Outlined Approve/Submit process. Priority, recruitment, and budget planning will all be presented to PC in coming months.</p> <p>Gordon also presented on the revised Eligibility Determination performance standards. Until 2007, proof of income was not required. We now require 3rd party documentation to prove families are eligible. Reviewed how eligibility is determined, points involved depending on category. Defined fraud and fraudulent activities.</p>
5.	Fiscal Report	<p>Tracey Vierra reviewed the Fiscal Report. Head Start expenditures were \$695,104 and year to date expenses are 16.83%. Admin expenses were 9.62% and in kind is 2.05%. Early Head Start expenditures were \$620,579 and year to date expenses are 15.73%. Admin expenses were 8.38% and in kind is 1.62%.</p> <p>Tracey reviewed highlights of packet that has been sent to everyone, welcomes anyone to come to her with questions. Explained in-kind categories and reviewed times/examples.</p> <p>There was a question regarding what counts as in kind. Amanda provided examples: old uniforms, art supplies, we can encourage parents to donate items that might be around their home already (cereal boxes, clean recyclable type items). Silvia Velazquez commented that her HS center prints out a convenient in-kind list of learning items that can be used in the classroom. It was noted as helpful to send parents home with a printout/visual aide. Gordon reminded group of importance of parent participation sheets and attendance at Governance meetings.</p> <p>There was a question regarding the multiple voided checks displayed on the bank statement. Tracy confirmed this was a printing error.</p>

6.	Director's Report	<p>Gordon Chatham gave the Director's Report which included the following: Staffing, Enrollment, Personnel Policy Changes, and Family Services Holiday partnerships.</p> <p>Ongoing staffing shortage. Extensive advertisement, attempting to fill open positions. Review of current enrollment. New staff requires training, which delays enrollment.</p> <p>Connie Grunder asked if we could improve the way we communicate classroom shutdowns with families, as it is challenging to receive notification on short notice. Gordon confirmed that sometimes we are not made aware until the day prior, that we don't have staff to run that program. Instances are situational (employee might be leaving position, or new hire). Some classes have more consistent staffing than others, it's not possible to pull from a different classroom. Gordon also noted sometimes the reason for a classroom closure is confidential, we are unable to disclose to parents. Noel Miller asked if we could hire floating substitutes. Gordon confirmed that we do try, and that the two open teaching positions are for subs.</p> <p>Gordon spoke about challenges we have faced and changes that we have made, such as reduced enrollment. By reducing the number of children we serve, and the number of people we employ, we can raise wages for the people we do employ. Wendy Dickens commented that First 5, SCOE, and HS are all facing the same challenges. The government is slow to make changes. These questions are so important from parents. PC members noted that they are unable to work without childcare. Gordon mentioned that the OHS proposed to change their performance standards yesterday. They are recognizing that our teachers need to be compensated at the same rate as K-3 teachers. Parental advocacy is really important. We are doing everything to try and correct it. It was noted that parents can apply for a SCOE program that provides secondary childcare. Amanda confirmed we can send out info about this, and other alternative payment programs. There was a conversation around the importance of maintaining routine and consistency with children, and negative effects when kids don't attend school regularly.</p> <p>Gordon discussed policy changes and noted that increased absences take place when we give employees more paid time off.</p>
7.	Attendance/Monthly Progress Report	Amanda Keefer presented the Attendance and Monthly Program Progress Reports. Shasta Head Start has an attendance goal of 90%.
8.	Personnel Report	<p>Gordon Chatham presented the personnel report.</p> <p>BOD: A motion was made by Wendy and seconded by Bill to approve the Personnel Report. Motion passed. Electronic/Email approvals received from absent Board Members: Jeanne Viech, Eddie Shanks, and Melissa Kalinowski.</p> <p>PC: A motion was made by Margaret and seconded by Nathan to approve the Personnel Report. Motion passed.</p>
9.	PIR Report	Amanda Keefer presented the Program Information Report, a combined HS/EHS report that all HS agencies across the nation submit.

10.	Community Reps (PC only)	Every year we need to have our community reps approved by PC. This year we welcome Margaret Crawford from Rowell Family Engagement Center, and Vicky Rinear (absent) with Catholic Family Services. Tyson Casper made motion to approve community reps, seconded by Nathan Smith. Motion approved.
11.	Code of Conduct and Conflict of Interest	Gordon Chatham presented Code of Conduct for PC and Board members. BOD: A motion to approve was made by Jill and seconded by Wendy. Motion Approved. Electronic/Email approvals received from absent Board Members: Jeanne Viech, Eddie Shanks, and Melissa Kalinowski. PC: A motion to approve was made by Tyson and seconded by Margaret. Motion Approved.
12.	PC Officer Nominations	New year for PC, must get officers installed by January. Tonight, asking for nominations for 3 PC Chair Members. Reviewed responsibilities for each position. Gordon asked for nominations/volunteers. PC members inquired about commitment, times/frequency of meetings. <ul style="list-style-type: none"> • Nathan Smith volunteered for Chairperson. Noted he may not be able to attend future meetings as is unsure of schedule starting in January. • Tyson Casper volunteered for Vice-chairperson, pending new/upcoming employment. • Morganne Lewin and Isabel Hernandez both volunteered for Secretary. Amy Lawson distributed forms to complete bios. Election will be held; Officers to be announced in December.
13.	CDE Funding Application	Amanda Keefer discussed the CDE Funding Application, which involves getting permission from the Board, so we can apply for continued funding. Wendy moved to approve; motion was seconded by Bill. Motion approved. Electronic/Email approvals received from absent Board Members: Jeanne Viech, Eddie Shanks, and Melissa Kalinowski.
14.	Take Back Items (PC)	<ol style="list-style-type: none"> 1. In Kind - centers sending print/handout out for parents. 2. Officer Nominations - who has been nominated, vote on Learning Genie. 3. Check in with Family Workers, ensure parents are invited to Parent Meeting. 4. Check Learning Genie, sign up for notifications. 5. Stress importance of homework.
11.	Adjourn	A motion was made by Bill and seconded by Wendy to adjourn the meeting at 6:54 pm. Electronic/Email approvals received from absent Board Members: Jeanne Viech, Eddie Shanks, and Melissa Kalinowski. A motion was made by Margaret and seconded by Tyson. Motion Approved. Meeting adjourned.

Approved as to form and content:


Linda Cole, Board of Directors Secretary


Silvia Velazquez, Policy Council Vice-Chairperson