

**Shasta Head Start
Policy Council Minutes
Zoom Meeting
July 25, 2023**

Time Convened: 9:37 am

Meeting Adjourned: 10:22 am

Attendees:

PC Present: Silvia Velasquez Margaret Crawford	Melissa Kalinowski	Shasta Head Start Staff: Gloriana Rhodes Amanda Keefer Amber Butcher	Gordon Chatham Tracey Vierra
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Summer Quorum 	<ul style="list-style-type: none"> • Pre-Employment Drug Testing Policy • New Bank Account • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 9:37 by Melissa Kalinowski. Gordon Chatham announced that Glori Rhodes would be resigning on August 4 th .
2.	Minutes	The PC reviewed the minutes. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the minutes. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$516,818 and year to date expenses are 72.98%. Admin expenses were 9.71% and in kind is 0%. Early Head Start expenditures were \$541,723 and year to date expenses are 69.83%. Admin expenses were 7.45% and in kind is 0%.
4.	Director's Report	Gordon Chatham gave the Director's Report which included the following: The Christina Madrigal scholarship started back up and the winner this year was Melissa Reddick. We were randomly selected for an improper payment study and asked for back up for 10 payments to ensure they are allowable costs. Making Parenting a Pleasure is a curriculum that will be implemented for our parents. Amanda Keefer added that it is a group parenting curriculum where centers partner to have sessions for parents. They will work with parents on the timing of the sessions. Gordon said SHS applied the COLA increase early for staff. This is the time of year where staff tend to leave, because schools are recruiting. This was the reason we have the summer retention bonus as well. Gordon hopes to hear that the grant's slot reduction was approved, so we can raise staff wages and

		keep them. Yreka is fully staffed and recruiting for children this year. Siskiyou County is looking very good as far as staffing. The Shasta Lake City remodel has some delays. Supply chains are an issue. The AT&T phone pole on the property needs its circuits turned off by the city, and then AT&T will charge us to go remove.
5.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. June was the last month of our program year. There are some family childcare providers who are leaving us. We are working on finding new providers. The progress report has the end of the year numbers.
6.	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.
7.	Budget Revision	Tracey Vierra explained the budget revision. The personnel excess funds cannot be carry-over funds, so Tracey has moved them to other categories so we wouldn't lose those funds at the end of the year. They are moving funds into other construction category for some projects. Tracey ran projections of staff pay with COLA and bonuses, so all the remaining funds could be moved into the construction category. On August 31 st , we can then ask to carry over the construction funds. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the budget revision. Motion passed.
8.	Bonus Policy Revision	Gordon Chatham described the revised the portion of the Bonus Policy about the CD permit. Originally, they were required to have the permit already to receive the bonus. Now, they will have 6 months to get it at time of hire if they are qualified. Gordon doesn't want to dissuade potential staff who are qualified, but don't have their permit yet. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the bonus policy revision. Motion passed.
9.	Composition of PC	Gordon Chatham revised the Composition of PC numbers to reflect our slot reduction. This will be up for approval next meeting. Melissa Kalinowski commented on how many PC we should have, compared to how many actually attend. Finding parents willing to volunteer for PC has been difficult. The PC volunteered to write up a statement/testimony about how great it is to be a part of PC. Gordon will work with Family Services on recruiting for PC for this next program year.
10.	Next Year's Meeting Dates	Gordon Chatham shared next year's meeting dates.
11.	Adjourn	A motion was made by Silvia Velasquez and seconded by Margaret Crawford to adjourn the meeting at 1022 am. Motion passed.

Approved as to form and content:

Melissa Kalinowski, Policy Council Chair

John Pappas, Board of Directors Chair