

**Shasta Head Start
Policy Council Minutes
Zoom Meeting
June 20, 2023**

Time Convened: 9:34 am

Meeting Adjourned: 10:11 am

Attendees:

PC Present: Vicki Rinear Monique Garber	Silvia Velasquez Margaret Crawford	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 9:34 by Silvia Velasquez, Vice Chair.
2.	Minutes	The PC reviewed the minutes. A motion was made by Monique Garber and seconded by Margaret Crawford to approve the minutes. Motion passed.
3.	HR Trends and Overview Training	Amber Butcher displayed her data for September 2021-August 2022. SHS has a 32.7% turnover rate. Historically, there have been more turnovers in the summer months and the beginning of the new calendar year. Those who have only worked at SHS 0-1 years have the highest turnover rate. Most of the turnovers were classroom aides, which is an entry level position. Some decide to change careers to decide they don't want to continue ECE classes. Amer said other significant turnover was seen with associates and primary caregivers. Main reasons for leaving were relocation, other jobs, and personal reasons. This year, the majority left for other employment. Because of this, we are working on bonus incentives and higher pay. We have an employee referral program. Ambered showed the incentives paid by level, by positions, and incomplete incentive reasons.
4.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$568,538 and year to date expenses are 66.07%. Admin expenses were 8.01% and in kind is 0%. Early Head Start expenditures were \$ 531,192 and year to date expenses are 64.41%. Admin expenses were 8.26% and in kind is 0%.

5.	Director's Report	Gordon Chatham gave the Director's Report which included the following: Our agency was selected by OHS to participate in an improper payment study. They will pull 10 expenses and request backup documentation to ensure they are allowable. Family Services is starting the Making Parenting A Pleasure curriculum with our parents. This will replace parent cafes. The Basic funding grant was submitted on June 1 st . We also submitted the application for COLA increase. We have the budget to apply COLA increase starting June 12 th . We are waiting for slot reduction approval to adjust wages further. The Yreka Center is fully staffed and will be open this 23-24 school year! The Shasta Lake City project has had a few delays- the electrical equipment is backordered until end of July and AT&T will not remove their equipment for a couple months.
6.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Everyone is getting ready for the new school year starting in July!
7.	Personnel Report	Gordon Chatham presented the personnel report. A motion was made by Margaret Crawford and seconded by Monique Garber to approve the personnel report. Motion passed.
8.	Summer Quorum	Gordon Chatham mentioned that the PC will break until the PC Orientation in October, unless a summer meeting is called. He expects we will need one to approve a budget revision. A motion was made by Margaret Crawford and seconded by Monique Garber to approve the Summer Quorum. Motion passed.
9.	Pre-Employment Drug Testing Policy	Gordon Chatham shared that he confirmed with our attorney that we may remove the pre-employment drug testing. This is a hurdle to onboarding new staff because it takes time. We remain a drug free workplace and will still require drug testing with reasonable suspicion. A motion was made by Margaret Crawford and seconded by Monique Garber to approve the Pre-Employment Drug Testing policy. Motion passed.
10.	New Bank Account	Tracey Vierra informed the group that we do all banking with Cornerstone Bank. She plans to move the PTO account of \$250K to a new bank, US Bank, so the totals in the account are under the EDIC funds limits. A motion was made by Margaret Crawford and seconded by Monique Garber to approve the new bank account. Motion passed.
11.	Take Back Items:	Items included: None- out for summer.
12.	Adjourn	The meeting was adjourned at 10:11 am.

Approved as to form and content:

Melissa Kalinowski, Policy Council Chair

John Pappas, Board of Directors Chair