

**Shasta Head Start  
BOD Meeting Minutes  
Zoom Meeting  
July 20, 2023**

Time Convened: 4:32 pm

Meeting Adjourned: 6:28 pm

Attendees:

<b>BOD Present:</b> John Pappas            Eddie Shanks Carol Nye                Melissa Kalinowski Heather Buchanan    Linda Cole	<b>BOD Absent:</b>	<b>Shasta Head Start Staff:</b> Gloriana Rhodes    Gordon Chatham Amanda Keefer       Tracey Vierra Amanda Butcher
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**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> <li>• Pre-Employment Drug Testing Policy</li> </ul>	<ul style="list-style-type: none"> <li>• New Bank Account</li> <li>• Budget Revision</li> <li>• Bonus Policy Revision</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 by John Pappas at 4:32 pm. Gordon Chatham announced that Glori Rhodes would be resigning on August 4 <sup>th</sup> .
2.	<b>Minutes</b>	The BOD reviewed the minutes. Linda Cole noticed one typo. A motion was made by Linda Cole and seconded by Heather Buchanan to approve the minutes as amended. Motion passed.
3.	<b>HR Trends and Overview Training</b>	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. Amber 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 lost a lot of employees to other agencies, but we are seeing some return. Even though we are struggling with staff, we still holding to our hiring standards. We have an employee referral program. Ambered showed the incentives paid by level, by positions, and incomplete incentive reasons. John Pappas appreciated the data shared, and Amber can arrange for regular/quarterly reports about referrals and bonuses.

4.	<b>Fiscal Report</b>	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%. Gordon explained that the cost per child numbers were slightly skewed because we calculate based on funded numbers. With classrooms closed due to staffing, we are not incurring costs from those closed classrooms at centers. The OHS is aware that our funded numbers do not match our enrolled numbers, and that is why we are on an Enrollment Plan along with many other head starts.
5.	<b>Form 990</b>	Gordon Chatham confirmed that the BOD received and reviewed the form 990.
6.	<b>Director's Report</b>	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. We had a type A violation at the Lake Center and a type B; a child escaped from the playground but the staff immediately got him on the secure, gated pathway. It wasn't reported initially, because the child was out of sight for less than a minute and the staff followed procedure successfully. Licensing gave us a type A violation for not reporting. The staff did everything correctly. In Anderson there were two children who got out onto the playground before everyone; this was videoed and determined to be a lack of supervision. This resulted in another type B violation. Amanda added that we have a plan of correction and have made those corrections. The type A violation is required to be reported and all enrolling families will need to be informed. John Pappas asked if a buzzer or alarm could be added to the gate. Gordon will look into this. Gordon said the Burney site was donated to us and the deed was signed over to us. It is very difficult to get property insurance that will not be extremely expensive. This has to stay non-grant. The BOD discussed options, including waiting to do a double deed transfer until a sale is made. Gordon will research this and keep the BOD updated.
7.	<b>Attendance/Monthly Progress Report</b>	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.
8.	<b>Personnel Report</b>	Gordon Chatham presented the personnel report. A motion was made by Carol Nye and seconded by Eddie Shanks to approve the May Personnel Report. Motion passed. A motion was made by Linda Cole and seconded by Heather Buchanan to approve the June Personnel Report. Motion passed.

9.	<b>Pre-Employment Drug Testing Policy</b>	Gordon Chatham said we have done pre-employment drug testing for a long time. Other grantees have removed this requirement. We will follow suit and test only when reasonable suspicion arises. A motion was made by Melissa Kalinowski and seconded by Carol Nye. Motion passed.
10.	<b>New Bank Account</b>	Tracey Vierra said we are getting close to our FTIC limit with our PTO funding bank account. We are wanting to move the PTO of \$250k to the new bank, US Bank. A motion was made by Carol Nye and seconded by Eddie Shanks to approve the new bank account. Motion passed.
11.	<b>Budget Revision</b>	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 <sup>st</sup> , we can then ask to carry over the construction funds. Gordon Chatham mentioned he met with a Region 9 specialist, a fiscal specialist, and the Weed superintendent regarding Weed purchase approval. Gordon asked if we could purchase those two buildings outright. The superintendent is working on preschool classrooms for us already. The region specialists will take this to Washington for approval. Gordon hopes to proceed, or else we will have to build a new site. This is why we need a large amount in the construction budget to carry forward for these potential projects. A motion was made by Carol Nye and seconded by Heather Buchanan to approve the budget revision. Motion passed.
12.	<b>Bonus Policy Revision</b>	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 Linda Cole and seconded by Melissa Kalinowski to approve the bonus policy revision. Motion passed.
13.	<b>Next Year's Meeting Dates</b>	Gordon Chatham shared next year's meeting dates.
14.	<b>Authority to Sign Contracts</b>	Gordon Chatham informed the group that this is an annual approval, up for a vote at the next meeting.
15.	<b>Composition of PC</b>	Gordon Chatham revised the Composition of PC numbers to reflect our slot reduction. This will be up for approval in August.
16.	<b>Training and TA Survey</b>	This is the annual survey for the BOD. They were asked to submit completed surveys to Glori Rhodes. Any additional training needed can be arranged.
17.	<b>Adjourn</b>	A motion was made by Linda Cole and seconded by Heather Buchanan to adjourn the meeting at 6:28 pm. Meeting adjourned.

Approved as to form and content:

  
Linda Cole

John Pappas, Board of Directors Chair