



Head Start Governance Board
Amended Meeting Minutes
March 18, 2020
3 P.M.

- I. **CALL TO ORDER**
Meeting called to order at 2:05 by Board Chair, Michelle Pritchard
- II. **ROLL CALL**
All present: Pritchard, Greenlee, Hall, Stephens, Thompson
And Maue
- III. **MEETING MINUTES**
 - i. December 18, 2019
One minor edit noted. S. Thompson moved to accept the minutes, C.
Greenlee seconded the motion. Motion carried.
- IV. **FINANCIAL REPORT**

P. 1 table –basic budget that remains stable. Lea summarized the table. About \$4.7 million

P 1 table 2: Subsidy and overhead accounts: Lea summarized.

P. 2:63.89% spent out of the grant. Supplies in the negative for unexpected supplies but still have until end of June to spend out on personnel.
88.15% spent out of T&TA grant
Spent out on Food Subsidy – you can't have positive. So will move to cover if negative.
Comments for Personnel – unfortunate that so much is left. May have ideas.
- V. **OLD BUSINESS**
 - i. **Competitive Grant Application**
Nothing to report, but OHS indicates that competitive application negotiations are a priority.
 - ii. **Assistant Director**
Still not filled. Idea discussed with Matt Baughman. Change Assistant Director to Associate Director to do fund raising and will make it A/P position. Lea will write new job descriptions.
 - iii. **Health Supplement Report Out**
Is spent out. It was special monies that Head Start received.
 - iv. **Murphysboro Location FY 21**
Still in negotiation with MCA to move to building for classes. The fire marshal is stuck on building layout and floorplan because it won't be inspected until these are done.
 - v. **Property Purchase**

Cannot vote on it though most administrators agree about buying it. Great property to have because of the location. It is a fairly nice house as far as those that are usually assumed.

VI. NEW BUSINESS

i. COVID-19 Prevention Efforts and Action Plan

Closure was announced on Friday March 13. None of center staff are reporting. Admin staff were reporting through Monday, but admin office is closed effective March 17. Phones are forwarded to receptionist and signage on the door.

Teachers are using Remind and were told to be creative. Community workers are contacting parents about food. Lots of resources in the area are providing meals, so not needing to provide at this time. Trying to set up system to support families. Difficult to plan activities for 3-5 year olds.

ii. Selection Criteria Approval

Reviewed criteria- changes made. No questions. S. Thompson moved to accept and C. Stephens seconded the motion. Motion carried and Selection Criteria approved.

iii. Budget Amendment Approval

Money and personnel – moved **\$35,172** in personnel and **\$18,804** in benefits and moved it to Equipment (to purchase new van for \$28,315). We also want to purchase a Ford Fusion (\$25,661) for some needs where a van is not needed.

- Motion made to purchase the Ford Fusion sedan for \$25,661. C. Greenlee made a motion, and Stephens seconded – individual votes counted all Yea.
- Motion made to purchase a 2019 Transit Van for \$28,315 – motion made by S. Thompson and seconded by C. Greenlee with individual votes all assenting.
- Motion made to surplus 1998 Chevrolet minivan by C. Greenlee, C. Stephens. Motion carried.

VII. Next meeting

June 17, 2020

VIII. ADJOURNMENT

Motion made by S. Thompson, seconded by R. Hall to adjourn the meeting at 2:50 pm., motion carried.

Submitted by Stacy Thompson, Board Secretary

Date