

Head Start Governance Meeting
December 16, 2020

I. CALL TO ORDER

II. ROLL CALL

Carol Greenlee, Michelle Pritchard, Casheena Stephens and Lea Maue

III. MEETING MINUTES

Greenlee moved to accept the minutes from September 16, 2020 C. Stephens
2nd.

IV. OLD BUSINESS

i. COVID Update

Not fully enrolled (only fully enrolled in center-based). The rest of children are in some form of remote. Only 2 children have tested positive for COVID-19. Therefore, DCFS noted that they could up ratios to 1:17 but will keep it at 1:10. Will stay with same schedule as SIU and so children will come back on Jan 12.

ii. Self-Assessment

Governance members will receive email beginning of Jan to participate.

V. NEW BUSINESS

i. Fiscal Report

- a. Feedback from C. Greenlee that things looked good. Question about what the “sprayer” was on the budget. Still have a hefty balance, so concern about spending it out. May need to make some budget amendments. We have significant challenges related to the house, so funds could be used there or to buy a bus.
- b. Food subsidy is a concern. Serving 220 kids that are enrolled and not all want the food, usually serve 337. Will have to transfer food charges out to basic account. We don't want to charge salary to basic account because of charges for benefits.
- c. No aftercare charges due to COVID-19.
- d. House requires significant infrastructure work.
- e. Now trying to hire a civil service Business Manager instead of an Associate Director. Need the person to do budget and oversee accounts.
- f. P-card charges reviewed.

ii. Health Supplement Approval

- a. Review of the health supplement application to fund the installation and road on newly acquired property.
- b. Discussion of verifying the status of the easement which adjacent private property and if it clearly recorded.

- S. Thompson moved to approve the supplemental application in the amount of \$211,174. Carol Greenlee 2nd. All in favor with one abstention
- iii. COLA Budget Revision Approval
 - a. Funding is intended to provide a 2% cost of living raise to staff, but it's highly unlikely that the NTT bargaining contract is going to be approved. A budget revision has been prepared to re-allocate the funds for higher operating costs. The Board reviewed the budget revision.
C. Greenlee motioned to approve, S. Thompson 2nd. Roll call vote was conducted with all in favor.
- iv. Budget Revision and Approval to Purchase Van
 - a. An employee was in an accident while going to pick up kids in van. New van is \$28,680 (\$10,587 insurance and \$18,093 of overhead funds). The \$10,587 is considered federal money. The budget revision will move this amount from the Other to Equipment line.
Hall motioned to approve the budget revision, S. Thompson 2nd. Roll call vote was conducted with all in favor.
 - b. The Board considered a request to purchase a vehicle to replace the damaged van in the accident through state bid. The backlog on production of the van is 20 weeks due to COVID.
S. Thompson moved to purchase van for \$28,680 as detailed in bid. C. Stephens 2nd. Roll call vote was conducted with all in favor.
- v. Approval of Revised Shared Governance Plan
 - a. S. Thompson moved to approve the changes to the Plan, Carol Greenlee 2nd. Motion passed.
- vi. Enrollment Training
 - a. Christina Lewis, ERSEA Specialist, provided a training on how the program selects and enrolls children.

VI. ANNOUNCEMENTS

Next meeting is March 18th 2021.

VII. ADJOURNMENT

R. Hall motioned to adjourn at 4:18 pm.

Respectfully submitted by _____
Stacy Thompson, Secretary