

**SIU Carbondale Head Start  
Governing Board  
June 14, 2023**

**I. CALL TO ORDER**

In the absence of Board Chair, M. Pritchard, the meeting was called to order at 3:33 pm by C. Greenlee.

**II. ROLL CALL**

C. Greenlee conducted roll call and found there to be a quorum with board members Casheena Stephens, Carol Greenlee, and Ryan Hall present. Executive Director Lea Maue was also in attendance.

**III. MEETING MINUTES**

1. March 22, 2023 meeting minutes were reviewed.
  - **On a motion by R. Hall, second by C. Stephens, minutes were approved.**

**IV. FINANCIAL REPORT**

1. The grant will be overspent by about \$60,000. No more money will be spent this fiscal year. Bid amount for the new roof on the Carbondale center came in below what was expected. Non-Federal Share was met even though the classrooms were not all open in the centers. A large amount of In-Kind from Jackson County Mass Transit District helped the program to meet the goal. The remainder of the money in the HS Safety Funds will be used to cover the cost of new security cameras, and electronic locks on classroom doors at the Carbondale and Marion centers.
  - **On a motion by R. Hall, second by C. Stephens, the financial report was approved.**

**VI. OLD BUSINESS**

1. 1904 N Illinois Ave - Update

The property was closed on in March. The program was informed that we could not use money from Basic Grant to pay for the property. For this reason the cost will remain to come out of the Overhead Account. The program was able to use Basic Grant funds for the demolition of the buildings on the property and it has been completed.

Carry Over Request - Update

The program will more than likely submit a carry-over request and a budget amendment to use the \$127,300 that had been set aside for the purchase. This carry-over would allow the program to return the money to the personnel line.

2. Early Head Start - Update

The program cannot afford to pursue Early Head Start at this time without more funding. Williamson County Early Head Start is not re-applying for their grant. Our program may try to write for this grant, but it is not a big grant. If awarded, the Early Head Start would need to be center based instead of home based as theirs currently is.

## VII. NEW BUSINESS

### 1. Personnel Policies

Only a few changes were recommended to the Personnel Policies for the new program year. Stricter language will be added to the section about DCFS required physicals. Staff must have them turned in a timely manner or they will face disciplinary action. Also, stricter language will be added to the section dealing with tardiness. Staff who are tardy consistently will also face disciplinary action. All other changes were just grammatical or changes to position names with the new Workers Comp contact information being updated.

- **On a motion by R. Hall, second by C. Stephens, the Personnel Policies were approved.**

### 2. Meeting Schedule

The proposed Governance Board Meeting schedule for the FY23-24 year was presented to the board members to review. The schedule calls for the board meeting to be on the third Wednesday quarterly, with the exception of June 2024 when it will be held on the fourth Wednesday due to the Juneteenth holiday falling on the third Wednesday of that month.

- **On a motion by R. Hall, second by C. Stephens, the 2023-2024 Governance Board Meeting Schedule was approved.**

### 3. New Board Chair

It was on the agenda to elect a new board chair for the Governance Board since the resignation of current board chair Michelle Pritchard. It was also discussed that at least one, maybe two new members. The members present made the decision to table electing a new chairperson until new member could be placed on the board.

## VIII. ANNOUNCEMENTS

The next meeting date will be September 20, 2023.

There will more than likely be a special meeting called in July to approve the request for the carryover of the \$127,300 left from the purchase of the property at 1904 N Illinois Ave. Board members will be notified of the date and time.

## VIII. ADJOURNMENT

R. Hall moved to adjourn at 3:58 pm, C. Stephens seconded. Meeting was adjourned.

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Governing Board Member