

**SIU CARBONDALE HEAD START
POLICY COUNCIL
MEETING MINUTES
May 16, 2022**

Members Present	In-Person/ virtually	Members Absent	Staff Present
Sonya Clark (Parent, Jackson County)	Virtually	Danielle Burke	Lea Maue. Executive Director
Keith Cummings (Parent, Jackson County)	Virtually	Brittanie Coryell	Abigail Moberly, Child Dev. Coordinator
Deborah Golden (Community Rep, Jackson County)	Virtually	Cathy Phoenix	
Lori Longueville (Community Rep, Williamson County)	Virtually	Jasmine Vinyard	
Cody Stanley (Parent, Williamson County)	Virtually		
Jamey White (Parent, Williamson County)	Virtually		

In the absence of the Chairperson, L. Maue called the May Policy Council meeting to order via zoom at 6:12 pm.

L. Maue conducted roll call and found there was a quorum. A quorum as defined by the by-laws is: at least one-third of members present; a minimum of 50% of attending members are parents; and at least one parent from each county is present.

Meeting Minutes:

The minutes of the regular April 18, 2022 meeting were reviewed.

- **L. Longueville moved to approve the minutes, S. Clark 2nd. Motion passed.**

Monitoring:

I. Monitoring Report and Budget

A. Monitoring Report

- i. 219 of 337 slots were filled as of 04/30/2022.
- ii. Average Daily Attendance dropped a little bit since last month.
- iii. CACFP reimbursements are higher than those in April 2021 and April 2020, but nowhere near pre-pandemic levels in 2019.
- iv. The program continues to struggle with 90-day dental exams for children. There are few providers in the area who accept Medicaid. The good news is that a new provider recently starting practicing in the area.
- v. Parent volunteering in the classroom is still very minimal. If health conditions allow in the upcoming year, a primary program initiative will be to promote the return of parents to the classroom.

- vi. All health and safety checklists have been performed and all centers are in compliance.
 - vii. There are currently 17 children enrolled with a documented disability and in 2 in the referral process. The program will be required to prepare and submit a disabilities waiver will be submitted in June.
 - viii. Both internal corrective action plans are anticipated to be resolved and closed by May 20, 2022.
- B. Budget
- i. Projections indicate that all of Basic and T/TA will be spent or encumbered before the end of the fiscal year on June 30, 2022.
 - ii. ARP and Consolidated appropriations are projected to be spent out by September 1, 2022, given repair projects are approved.
 - iii. As of April 30, 2022, the program has generated 57.3% of its in-kind (non-federal share) requirement. A waiver will need to be prepared and submitted in June.
- C. University Credit Card
- i. Due to illness, the Senior Business Manager was unable to prepare the p-card charges.
 - ii. L. Maue will send out via email by May 18, 2022 for approval and attach the approvals to the meeting minutes.

Old Business:

- I. COVID Update
 - A. Per federal guidance, children and staff will continue to wear masks in centers. L. Maue will inform the Policy Council if any changes are made before the beginning of the next school year.
 - B. One child case of COVID was reported at the Marion site.

New Business:

- I. Federal Monitoring Review
 - A. On April 21, 2022, L. Maue received the results of the federal monitoring review investigating the alleged child incident on October 18, 2021 at the Murphysboro Center.
 - B. L. Longueville represented the PC on a call with OHS to review the report on May 6, 2022.
 - C. A copy was provided to all PC members and reviewed by L. Maue.
 - D. The review indicated an area of non-compliance related to child discipline (1302.90(c)(1)(ii)(A,G).
 - E. The program has 120 days to correct this finding, which is August 25, 2022.
 - F. J. White asked about the parent's response to the situation. L. Maue reported that she met with the child's mother and father on October 20, 2021, and they were understandably upset and pulled the child from the program. J. White suggested giving child development staff additional mental health days.
 - G. A corrective action plan will be put into place and shared with the PC.

- II. COLA/QI Supplement
 - I. L. Maue presented the COLA and Quality Improvement Supplemental application for \$106,051.
 - II. A majority of the funding will be used to provide a 3% increase for all Head Start positions effective July 1, 2022.
 - III. The rest will be used to contract services for Pyramid Model implementation in the upcoming school year.

– **J. White moved to approve the COLA/QI Supplement Application, S. Clark 2nd. All in favor. Motion passed.**

- III. 1303 Application
 - I. L. Maue provided an overview of the 1303 application to purchase the home located at 1904 N. Illinois Ave.
 - II. The appraisal came back with a value of \$118,000, which all agreed was higher than expected.
- **C. Stanley moved to proceed with the 1303 application, S. Clark 2nd. All in favor. Motion passed.**

- IV. Hires and Dismissals
The following were presented to the council for hire pending University approval and will start in the 2022-23 school year:

NAME	POSITION	CENTER
Kaelin Horton	Bus Monitor	Murphysboro
Megan Cohen	Bus Monitor	Murphysboro

– **J. White moved to approve the hires, D. Golden 2nd. Motion passed.**

- V. Next Meeting Date
 - I. The June meeting was tentatively scheduled on June 20, 2022, which is the third Monday of the month, per the Policy Council By-Laws.
 - II. Since scheduling this meeting, the University announced the recognition of Juneteenth as a paid holiday, which is the day of the meeting.
 - III. PC members suggested changing the meeting to June 27, 2022. All agreed.

Training:

- Abigail Moberly presented fall and winter child outcomes.
- Spring outcomes are currently being collected and will be shared in September.

Announcements

The next Policy Council meeting will be held on June 27, 2022 in person and online.

- **On a motion by S. Clark, J. White 2nd the meeting was adjourned at 7:09 pm.**

Respectfully Submitted by _____.
Jasmine Vinyard, Policy Council Chair