

Policy Council Minutes

September 13, 2011
10:00 a.m. – 12:00 p.m.
Green Head Start

PRESENT: Melissa Knapp, Tacy Hite, Maria Quero, Bonnie Anderson

GUESTS: Michelle Knapp, Maureen Short, Scotti Hillard, Robert Parnell, Shawn Lybarger, Dan McCue

- A. Call Meeting to Order: 10:07 by Melissa Knapp
- B. Correspondence: Expansion letter received – this was discussed at last month's meeting
- C. Update Agenda - none
- D. Review & Approval of August Minutes

Motion: Tacy Hite
Second: Maria Quero
Outcome: Approved

E. Director's Report

- a. Financial Reports: 105 HHS Federal budget 43% expended. This is good because we are over ½ through the fiscal year. Applied for \$30,000 in State Grants received \$10,000 and subsequently received \$12,000 putting us \$22,000 ahead in State budget. Maureen will call a budget committee meeting and look at priority list. 235 ODE state budget – budget is not in yet, should be in by end of September – will be put into MIP database by the end of September. Members reviewed credit card expenditures

Motion: Tacy Hite
Second: Maria Quero
Outcome: approved

- b. Program Update- Report: School began Sept. 6th went well. Working on getting Skype phones all up and running. William will be working on this. We are fully staffed and fully enrolled at this time.
- c. Federal Grant Application- This is a 236 pg. document, Maureen is sharing parts today – other parts include Community Assessment, Self-Assessment, TTA plan, budget which have already been discussed at earlier PC meetings. The section to be reviewed reports on how we use assessments to guide us. (424, 424A) Federal forms show how we use our monies. Maureen gave an explanation of GABI (Grant Application Budget Instrument) reports. We are meeting guidelines, except fringe and travel is a little high. Child travel most agency is \$3.00 per day per child. Ours is \$4.24. We looked for an outside bid, which was much higher. We use \$117.00 staff travel. This is because we are so rural and new management staff has had to do out of area trainings. Typically \$60-65 is used. Members review Full Project Description. A brief summary Explanations discussed. PIR was just put in – For the first time ever,

our dental and WCE have been over 90% because Office of Head Start has let us know that we can count parent refusals. We still need to work on treatment numbers, they are currently around 74%.

Motion: Tacy Hite
Second: Bonnie Anderson
Outcome: approved

F. Component Reports-

a. Staff Updates-

- i. Receptionist- Scotti Hillard- Recommend Vanessa Snyder has HS experience, is bi-lingual

Motion: Bonnie Anderson

Second: Tacy Hite

Outcome: approved

- ii. Education Staff Updates-Shawn Lybarger, see attachment

Motion: Tacy Hite

Second: Maria Quero

Outcome: approved

b. Policy & Procedures-

- i. Fiscal Policies Manual- Dan McCue, CFO- He has taken all the fiscal policies and the changes made and put them into a booklet which is more user friendly. Needing policy council to have access to this. Booklets will be sent to current PC members with a letter of explanation and Dan will come back to answer any questions that come up while reviewing the booklet in October. When new council comes in starting in October, the intent is to cover P&P's during each PC meeting.

Motion: tabled until October meeting

Second:

Outcome:

- G. Board Report: Tacy Hite reports for the board. They had a resolution form – approved Housing proposal in early stages. Confidence Clinic does not have funding and won't be functioning right now. The Confidence Clinic is proposing to partner with UCC to provide GED training. Windows of Hope Event fundraiser coming up. Josephine County has a new building

- H. Site Reports: Last night was the first parent meetings at Roseburg – it had a good turn out – they voted on having it Monday evening or Friday during the day – they voted for Monday – FSEs will poll the parents who were not in attendance. Riverside is next week and Brockway the week after. 26th and 28th of September will be our dental days. Dr. Drechsel's office will be doing the screenings.

- I. Bonnie Anderson announced that she will have to step down from Policy Council. Melissa Knapp indicated that she would like to continue – that will be discussed at October meeting

- J. Meeting Adjourned: 11:51 by Melissa Knapp