

10/26/21 Policy Council Meeting Minutes

Attendance

Present: Jodie Dommaschk, Traci Ross, Tricia Salvarezza, Chrissy Daignault, Emily Fagle, Isabel Lundquist, Diane Coughlin, Vladimir Pratt, Tiffany Greenough, Terri Jackson

Meeting called to order by Vlad at 9:33 AM

Approval of September Meeting Minutes

Vlad asked if everyone had received a copy of the August minutes and if they had any questions. No one asked anyone questions and Vlad, Isabell, and Diane acknowledged receiving the September's meeting minutes. Tiffany and Terri did not receive the meeting minutes, so Chrissy will email the minutes to both of them.

Motion to Approve September 2021 minutes by Vlad. 1st Isabell made motion to approve, 2nd Diane, 3 in favor, 2 abstained; Motion Carried.

Program Reports and Updates

Tricia explained the meeting agenda for new members

Finance Report

Emily reviewed the financial reports and answered any questions that members asked.

- Reviewed base Head Start/Early Head Start grants

Emily explained that we are currently underspent primarily due to staff vacancies.

- Reviewed ARP (American Rescue Plan) funding

Emily explained that the funds are being primarily used for updating center air systems, upgrading EHS playgrounds, upgrading equipment and setting up a new shared Cloud IT storage system.

- Reviewed CRRSA (Coronavirus Response and Relief Supplemental Appropriations Act) funding

Emily explained that the majority of this funding was used to fund the Summer Head Start School Readiness program. Extra funds are being used for PPE and other COVID response needs.

- Reviewed CARES (Coronavirus Aid, Relief, and Economic Security) funding

Emily explained how in-kind works and discussed that the agency will likely need to apply for another in-kind waiver.

Emily stated this grant has expired but we have requested an extension and the agency is planning to use the remaining funds to purchase another bus, since we need to maintain social distancing on the buses

Emily reviewed Policy Council Bank Account information and American Express statement

- Emily will do a budget training at the next Policy Council Meeting

Emily reviewed the draft budget for year three (4/1/22 - 3/31/23)

- Emily explained that the budget is due by the end of December
- Emily explained that they have budgeted for a bump in wages due to the upcoming increase in the NYS minimum wage

- Emily explained that the budget she was presenting was a change from the budget in the packet due to revisions
- Emily explained that we do not budget for vacancies and the budget reflects the wage scale moving to a merit based system.
- Emily reviewed the fact that the agency will be trading in the 16 current vans and will be leasing the same number of new vans to replace them, with a cost savings.
- Emily reviewed agency vendors and other expenses in the budget.
- Emily will present an updated budget at the November meeting. The Board of Director's Finance Committee will also attend the November Policy Council meeting so everyone can review and discuss the budget together, prior to voting on it in December

-Tricia reviewed the Director's Report

- How COVID has impacted the program
- Discussed challenges to hiring for vacant positions and the high turnover of staff
- The program is down 4 lead teachers
- Discussed closure of 3 classrooms, 2 due to COVID and 1 due to furnace issues
- Reviewed using ARP grant to make security upgrades (including panic buttons) at the centers

-Jodie discussed November being a busy month in the program. Cooks will be preparing a Thanksgiving meal for the children. Family Advocates and Home Visitors are busy helping families with Holiday Assistance

-At the next joint meeting with Policy Council and the Board of Director's we will discuss the Community Assessment

-Traci explained the responsibilities of the Board of Director's. She explained Vlad and Isabell's role on the Board of Director's and stated that they cannot vote twice on the same issue, so if they vote on the Policy Council, they will need to abstain from voting on the matter when it is presented to the board.

Approval of Program and Financial Reports

Isabell made a motion to approve the program reports, including the Director's and Financial Reports, 1st Diane, 2nd Terri; All in Favor; Motion carried.

New Business

-Tricia reviewed the Self-Assessment with the Policy Council:

- Page 4 Focus Areas was discussed along with reasons why these areas were selected
- Process and how the results of the self-assessment were determined
- Reviewed Action/Improvement Plans
- Asked for questions or comments – none
- Discussed upcoming assessment and how parents and policy council members can be a part of the process.

Approval of Self-Assessment

Terri made a motion to approve the Self-Assessment, 2nd Diane; 4 in favor, 1 abstained; Motion Carried.

Recruitment- Jodie stated that staff going door-to-door appears to be working the best.

- Would any Policy Council members (or other parents) be willing to give out recruitment flyers to trick-or-treaters? Isabell and Tiffany volunteered to do so.

-Discussion about how Home Visits will take place as colder weather and winter approaches? If families are fully vaccinated, Home visits can take place inside the home.

-Tiffany asked if the time and gas that parents spend transporting their children to the program could be counted as in-kind donations. Emily reviewed the requirements for in-kind donations (items or services the program would otherwise pay for or provide to families). It was determined that time and gas for transportation does not qualify as an in-kind contribution.

- Discussed other types of volunteering that could be counted as in-kind donations: Mystery readers for the classrooms, parents leading a classroom sing-along, parents distributing flyers, etc.

Meeting adjourned at 11:07am

Next Meeting – November 16th at 9:30am (Will include Board of Director's Finance Committee)