

## 11/16/21 Policy Council Meeting Minutes

**This was a Joint Meeting with the Board of Director's Finance Committee**

### **Attendance:**

**Staff Present:** Jodie Dommaschk, Traci Ross, Tricia Salvarezza, Chrissy Daignault, Emily Fagle, Amy Jordan

**Members Present:** Isabel Lundquist, Diane Coughlin, Vladimir Pratt, Lynn Panoushek

**Guests Present:** Ben Bishop (Board of Director's Finance Committee)

**Meeting called to order at 9:35 AM**

### **Program Reports and Updates**

#### **Finance Report**

Emily reviewed the draft Head Start Budget

- Changes as of 11/10/21 are highlighted in yellow
  - Increase in wages
  - New contract for agency vans
  - Added assumption for vacancy – 2% which is very small
  - 115 positions in Head Start grant – 90% are program staff, 10% administrative staff
- Proposed changes to Grade Scale Tiers 1 and 2
  - They will be impacted by the minimum wage increase to \$13.50 taking effect 1/1/22
    - Added 5% to Tier 1 and 2 base pay
- Proposed change to Assistant Teacher and Lead Teacher positions in Tier 3 and 4
  - Want to increase base pay in order to remain competitive
    - Added 3% to Assistant and Lead base pay (\$0.50 per hour for Assistant Teacher, \$0.70 per hour for Lead Teacher)
- Proposed increase in base pay for Outreach Coordinator position to remain competitive
- Will share pay changes for other positions at the December Joint Policy Council/Board of Director's Meeting

Emily reviewed the differences between Head Start staff and other agency staff

- Head Start staff are only funded by the Head Start grant
- Proposed Cost of Living Adjustments – Head Start staff will be paid from Head Start grant, other agency staff will be paid with WIOA and CSBG funds
- The vote on proposed COLA adjustments will take place at the December meeting

#### **Director's Report**

Tricia reviewed the Head Start grant narrative

- Explained that the Head Start base grant must be reapplied for every 5 years – agency must submit a continuation application every year
- Reviewed the grant narrative for Program Year 3
- Reviewed program goals
- Asked if anyone has any questions. No questions.

### **Approval of Program and Financial Reports, Including Draft Head Start Budget**

Motion to approve the program reports, including the Director's and Financial Reports, 1<sup>st</sup> Diane, 2<sup>nd</sup> Isabell; All in Favor; Motion carried.

### **Approval of October Meeting Minutes**

Vlad asked if anyone had any questions. No one asked anyone questions.

Motion to Approve October 2021 minutes. 1<sup>st</sup> Lynn made motion to approve, 2<sup>nd</sup> Vlad, all in favor, Motion Carried.

### **New Business**

- Discussed Parent Engagement. Chrissy asked for suggestions about how to encourage parents to participate in virtual parent activities.
- Discussed how COVID has impacted the program, center-based services and therapists
- Discussed ways of soliciting donations – Isabell and Lynn are interested in creating a committee that holds fund raisers and solicits donations that will benefit Head Start families

Meeting adjourned at 11:05am

**Next Meeting is a Joint Meeting with the Board of Director's – December 6<sup>th</sup> at 9am**