

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, 1st Diane, 2nd 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. 1st Lynn made motion to approve, 2nd 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 6th at 9am