

2/15/22 Policy Council Meeting Minutes

Attendance:

Staff Present: Jodie Dommaschk, Tricia Salvarezza, Chrissy Daignault, Emily Fagle, Kelsey Campbell

Members Present: Isabel Lundquist, Diane Coughlin, Vladimir Pratt, Tiffany Greenough

Meeting called to order at 9:35 AM

Approval of January Meeting Minutes

Motion to Approve January 2022 minutes. 1st Diane made motion to approve, 2nd Isabell, all 4 members in favor, Motion Carried.

Program Reports and Updates

Finance Report

Emily reviewed the finance reports including spending for the Head Start/Early Head Start Year 2 grant as of 1/31/22. Emily stated that we were informed that no entity will be allowed to request carrying over a balance.

Emily reviewed the budget revision application, which includes purchasing an extra bus using the money we are underspent on.

Motion to Approve Year 2 Budget Revision Application for purchasing a bus. 1st Diane made motion to approve, 2nd Vlad, all 4 members in favor, Motion Carried.

Emily reviewed Non-Federal Dollar report which shows that based on prior year trends and current year conditions, we will need to apply for an amendment to reduce our non-federal share in the amount of \$632,114.

Motion to Approve Submission of Non-federal Share Waiver Application for \$632,114. 1st Isabell made motion to approve, 2nd Tiffany, all 4 members in favor, Motion Carried.

Emily explained that fraudulent activity was discovered on our American Express cards. She stated that American Express is aware of the fraudulent activity, will be crediting back our account the fraudulent transaction amounts and will now call for approval before authorizing any travel expenses.

Director's Report

Tricia discussed annual program self-assessment which is scheduled for March 17.

Tricia explained that beginning 2/28/22 we will be increasing our in-person activities and moving towards 100% in-person services.

Jodie explained that letters were sent out to Home Based families regarding their participation in the program. This might affect our enrollment numbers for next month.

Approval of Program and Financial Reports

Motion to approve the program reports, including the Director's and Financial Reports, 1st Diane, 2nd Isabell; All 4 member in favor; Motion Carried.

New Business

- Discussed Self-Assessment. Isabell volunteered to participate in Parent and Community Engagement focus group. Vlad volunteered to participate in Fiscal focus group. (Tiffany left the meeting at 10:15am)
- Discussion about how Policy Council can get feedback from other parents in the program.
 - Text or email blasts?
 - Use of Facebook page?

Meeting adjourned at 10:31am

Next Meeting is scheduled for March 22nd at 9:30am