

## **6/14/22 Policy Council Meeting Minutes**

### **Attendance:**

**Staff Present:** Amber Mahoney, Chrissy Daignault, Shelley Smith, Diana Taormino, Jodie Dommaschk, Patricia Salvarezza, Emily Fagle, Kelsey Campbell

**Members Present:** Diane Coughlin, Krystyna Roberts, Tiffany Greenough, Isabell Lundquist

**Guests Present:** Ellyce Lewis

### **Introduction of Policy Council members and Head Start staff**

### **Meeting called to order at 9:39 AM**

### **Approval of May Meeting Minutes:**

Motion to Approve May 2022 minutes:

1<sup>st</sup>: Krystyna

2<sup>nd</sup>: Tiffany

Number of Members in Favor: 3

Motion Approved

### **Program Reports and Updates:**

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

Tricia reviewed the role of Policy Council.

Tricia reviewed the Director's Report.

*Isabell joined the meeting.*

Tricia discussed SNAP now being considered as a categorical eligibility.

Tricia stated we have seen an increase in job applications over the past week.

Tricia reviewed the change in the COVID status of Washington County from high risk of transmission to medium risk.

#### **Finance Report:**

Emily reviewed the finance reports.

Emily explained what the grant year is and that the finance reports are for April 1-30.

Emily explained that the ARP grant is a two-year grant that runs from April 1, 2021 – March 31, 2023.

Emily explained that the remainder of the ARP grant is being used to update our Early Head Start playgrounds.

Emily explained what non-federal in-kind match means.

Emily reviewed the Policy Council's bank statement and explained what kinds of things it has been used for in the past.

Emily reviewed the credit card statements.  
Emily explained how the five-year grant cycle works.

### **Approval of Program and Financial Reports**

Motion to approve the program reports, including the Director's and Financial Reports:

1<sup>st</sup>: Isabell

2<sup>nd</sup>: Tiffany

Number of Members in Favor: 4

Motion Approved

### **New Business:**

Isabell and Tiffany gave an update about the progress on the donation boxes and asked about the possibility of using money from the Policy Council's bank account to purchase lumber for construction of the boxes. Discussion took place regarding the amount of money the council was willing to authorize to be used towards the purchase of lumber.

### **Approval of the use of Policy Council Funds to Purchase Lumber**

Motion to approve the use of up to \$300 from the Policy Council bank account for the purchase of lumber to construct the donation boxes:

1<sup>st</sup>: Diane

2<sup>nd</sup>: Krystyna

Number of Members in Favor: 4

Motion Approved

Discussion about the possibility of bussing at the Granville Center. Staff reviewed the previous struggles with hiring a full-time bus driver in Granville. Staff reviewed budget issues that have impacted the ability to provide bussing in Granville. Staff explained that due to licensing requirements parents are no longer allowed to act as bus monitors, so the agency would be required to hire monitors as well as a driver.

Members asked about the possibility of hiring an outside agency to provide bussing. Staff explained that the agency tried hiring an outside agency a few years ago and reviewed the difficulties that were encountered during that time.

Members questioned the possibility of moving our Granville Center. Tricia stated that administrative staff will be reviewing our lease with Granville Center School. Tricia went on to explain the difficulties involved in changing the location of a center.

Staff explained that the Community Needs Assessment is used to drive changes to the program and stressed the importance of having members of Washington County complete the Community Needs Assessment survey.

Conversation about whether Policy Council meetings are considered open or closed meetings. It was agreed that anyone who is interested in attending a meeting should contact Chrissy, who will relay the message to the Policy Council Chairperson, who will decide whether it is appropriate for the individual to attend the meeting.

Meeting adjourned at 10:40am

**Next Meeting is scheduled for Tuesday, July 19<sup>th</sup> at 9:30am**