

**First Start Partnerships for Children and Families
Policy Council Zoom Meeting
Minutes
Tuesday, January 19, 2021
6:30 – 7:30 pm**

Members in Attendance: Holly Dockery, Ora McPherson, Alicia Day

I. **Welcome** Holly Dockery called the meeting to order at 6:34 PM

II. **Old Business**

A. November minutes: The minutes for November were reviewed and approved with a motion by Ora, seconded by Alicia. Motion passed unanimously.

B. November and December Financials and Credit Card

Expenditures: Jessica Kreigline presented the November and December financials and credit card expenditures. Ora made the motion to approve the financials as presented with a second from Alicia. Motion passed unanimously.

III. **New Business**

A. Audit Presentation: Jessica Kreigline explained that an audit is essentially a report card about the health of an organization's finances, and noted that there can be four types of opinions issued from the auditors (unmodified, qualified, adverse and disclaimer). Jessica continued to explain that the auditors issued an unmodified opinion for the fiscal year that ended July 2020, meaning that the organization's finances were in accordance with generally accepted accounting practices. She also explained that the 2019 audit opinion was qualified because of fixed assets not being capitalized, but the issue was fixed for the 2020 audit. Jessica did note that the auditors found one significant deficiency in regards to internal reporting and non-compliance, which had to do with some timesheets not being approved, and that an action plan was created to ensure that it would not continue to be an issue moving forward.

B. Selection Criteria Review: Nicole reviewed the Selection Criteria from this past year, and highlighted the process for selection that was approved last year. She proposed using the same criteria for selection for next year as well. Ora made a motion to approve using this year's Selection Criteria for next year. Alicia seconded the motion and it passed unanimously.

C. New Officer Elections: Diane Hummel explained the process for elections and noted that nominations can be made by any Policy Council members. She suggested focusing on just the President and Vice President positions at this time due to the lack of participants. Ora nominated Holly for President and herself for Vice President. A vote by secret ballot was

conducted and Holly Dockery was voted President and Ora McPherson was voted Vice-President.

IV. Director's Report:

Nicole presented the data from Early Head Start and noted that there were a few enrollment drops so as of 12/31/20 there were 67 children enrolled. She shared that attendance is at 71% for center-based and home-based socializations were at 12%. Nicole also noted that currently 14% of children enrolled have IFSPs and there is one open position for a Classroom Support Staff.

Diane shared that as of 12/31/20, there were 208 children enrolled in Head Start and attendance was 58%. She also noted that 12.4% of children enrolled have IEPs, and there are currently two Assistant Teacher positions, two Classroom Support Staff and a Health Coordinator position open. Diane shared that Lead Teachers recently attended a phonemic awareness training and Parent Café trainings were being attended virtually by several staff.

- V. Member Discussion/Questions/Suggestions:** Ora asked what happened to parent participation in Policy Council. Diane suggested maybe surveying families to see if a different day/time would work better for meetings. Nicole asked if the Policy Council members would be willing to contact families directly if they show interest-Ora and Holly both said that they would be willing. Ora asked if the program will soon be offering in-person instruction to the children heading to kindergarten next year, and if there is any way to get them into classrooms at least half days. Diane replied that the Program Directors are constantly monitoring the local Covid-19 data, and are meeting in the next week to discuss the reopening plan. She also suggested that if any children are struggling with First Start @ Home, families are welcome to contact their child's teacher to request an individual meeting to discuss and implement other strategies.

- VI. Adjourn:** Holly Dockery adjourned the meeting at 7:40 pm.