**First Start Partnerships for Children and Families**

**Policy Council Zoom Meeting
Minutes**

**Tuesday, January 18, 2022**

 **10:00-11:00 am**

**Members in Attendance:** Lindsay Weaver, Angela Dinish, Natacha Joseph

**Staff in Attendance:** Diane Hummel, Jessica Kreigline

1. **Welcome** Meeting called to order at 10:10am by Lindsay Weaver in absence of President and Vice President.
2. **Old Business**
	1. November minutes: The minutes from November were reviewed. Lindsay motioned to approve the minutes. Angela seconded the motion. Motion passed.
	2. November- December Financials and Credit Card Expenditures: Jessica Kreigline gave an overview of the financials. Jessica reports there was $60,000.00 dollars given to us from CACFP. Angela asked how that can be utilized, Jessica is still working with them for clarification. Lindsay approved the financial report. Angela seconded the motion.
3. **New Business**
	1. Financial Audit Presentation: Jessica Kreigline presented the financial audit findings with a power point presentation.
4. Jessica explained the audit and how the audit is completed.
5. Use data to show if we have enough money to pay our bills. Showed percentage data for 2019 (1.2x), 2020 (1.15x) and 2021 (1.32). Shows increase each year.
6. Emergency situation: In an emergency situation how long could we survive and provide services if we lost our funding with use of unrestricted funds: 2019: 2.18 days, 2020: 2.33 days, 2021: 7.42 days.
7. Auditors evaluate internal controls: deficiency, significant deficiency or material weakness.
8. Clean Audit
	1. Education Assistance: Diane presented our current education assistance policy and requested a change.
9. Proposed change: when staff leave First Start Partnerships they will no longer be required to pay back any tuition.
10. Lindsay motioned to remove the clause. Angela seconded the motion.
11. **Director’s Report**: Diane reports enrollment: HS 227, EHS Center Base 23, Home Base 37. First week of January was virtual learning, this time was used to update our re-opening plan with new cdc guidelines and to review classroom procedures.
12. **Member Discussion/Questions/Suggestions**: Angela presented RIF. Diane indicated she would check into the RIF program.
13. **Next Meeting**: February 21 is a holiday. Suggestion of the 14th or 15th. Diane will email all members for a vote.
14. **Adjourn:** Meeting adjourned at 11:00am.