**First Start Partnerships for Children and Families**

**Policy Council Zoom Meeting   
Minutes**

**Monday, August 16, 2021**

**6:30 – 7:30 pm**

**Members in Attendance:** Ora McPherson, Alicia Day

1. **Welcome** Ora McPherson called the meeting to order at 6:34 PM in absence of Holly Dockery.
2. **Old Business** 
   1. May minutes: The minutes from May were not available for the meeting. Diane Hummel proposed sending minutes by email for approval. Motion was made by Ora, seconded by Alicia. Motion passed unanimously.
   2. March Financials and Credit Card Expenditures: Jessica Kreigline gave an overview of the financials. She explained statements used to be compiled by hand and now it is able to be completed by Quickbook system report. Federal documents HS/EHS are combined together in budget.
      1. Federal Covid (2nd round): Federal covid is lumped together 308,000 needed to be spent by July 31 and that was achieved. April 2021 FSP was awarded 420,00 and 106, 000; we have to July 2023 to xpend.
      2. State Pre-K and HSSAP: no non-federal share. The state does not require tracking of non-federal share.
      3. Last sheet: current YTD non-restricted expenses. We are changing a lot of reporting within contracts: CELC Apprenticeship (CDA, Professional development).
      4. What is not spent becomes a part of our budget “savings account”. Since August 2020 – May 2021 we have added @ 40,000. Our goal is 100,000.
      5. June not a whole lot has changed. State funding zeroed-out. HSSAP re-budget has not yet been approved.
      6. July federal bus funds of 34, 493 has been spent. We exceeded our non-federal share. Spent 100% of actual funds.
      7. General comments: COVID funds were used for recruitment and enrollment, updating facilities, and Summer Learning Program. State: high accounting fees, CELC, other contracts, reallocation is high. Funds used for publishing and marketing.
      8. Unrestricted fund net income is 45,000 to add to our savings account.

Alicia motioned to accept the financial and Ora seconded. Motion passed unanimously.

1. **New Business** 
   1. How are our children doing: Diane Hummel presented the child specific data from our 20-21 QIN Dashboard to include overall data on attendance, TSG for children at or above their age level expectations, CLASS data.
      1. No questions were presented from participants
   2. Monthly Meeting Times: Diane presented a reminder that our survey did not narrow down any specific times families were available to participate.
      1. Diane presented a proposal for the September meeting to be held during the day to see if there is any more participation.
      2. Ora asked for any other ideas or suggestions. Alicia asked if we have ever tried during the day. Diane and Jessica shared their perspective that we have in the past met during the day and that attendance especially May -September is typically low. Reminder given by Diane that due to the up rise in COVID 19 in our area we would be remaining virtual for the time being.

a). Conclusion September meeting during the day.

Ora motions the proposal and Alicia seconds it, motion passed unanimously.

* 1. Policy Council By-Laws: Diane presented the proposal to send out the Policy Council By-Laws via google doc for review of the 8 pages that way everyone can read each other’s comments for any changes including our name change.

Ora motions the proposal and Alicia seconds it, Motion passed unanimously.

* 1. Staff Vaccination: Jessica Kreigline presented the vaccination mandate for staff to protect the children we serve being in the vulnerable age group of not being able to be vaccinated. Mandate would go in effect if and only if the vaccines are approved by the FDA. Jessica reports that 75% of our staff are already vaccinated.

Ora motions to approve and Alicia seconds it. Motion passed unanimously.

* 1. Director’s Reports:
     + 1. Head Start today is the first day back for staff. Preservice training: First Aid, CPR, blood bourne pathogens, etc. Preparing for the return of children 5 days per week. Marketing plan coming into play. Staff visited housing authorities with information to share as well as Project Big Love, Peace in the Park, Municipal pools. Commercial currently on 95.1 and billboards in both Chambersburg and Waynesboro areas. Facility updates: LifePoint upgrades, Meadow Creek relocated to CELC due to construction.

Enrollment: 190, Openings: 89, Applications: 36

* + - 1. EHS on week off with children. Using the week for training, re-fresh of classrooms.

Enrollment 66, 6 openings

1. **Member Discussion/Questions/Suggestions**: No discussion presented
2. **Adjourn:** Meeting adjourned at 7:30pm.