

**Policy Council**

June 13, 2022

10:00 am

254 E King Street Chambersburg, PA

Policy Council Members Present: Frankie Jordor, Angela Dinish

Board Members Present: Jennifer Hawbecker

FSP Staff Present: Diane Hummel, Jennifer Mercer

1. **Welcome**

Diane welcomed everyone to the meeting and called the meeting to order at 10:07 am.

1. **Old Business**
2. **May Minutes Minutes:** Diane stated that the minutes were emailed out prior to the meeting. Frankie said he approved the May minutes. Diane will email the remainder of Policy Council for their vote.
3. **May Financials and Credit Card Expenditures:** Diane explained that the May Financials and Credit Card Expenditures were not ready but they will be sent out to the members of Policy Council for a vote once they are completed.
4. **22-23 FSP Policy Council President:** Diane stated that she did send an email out to all Policy Council members regarding any interest in the PC Presidency vacancy. Diane stated that no one expressed an interest in this vacancy. She did remind them that Lindsay expressed an interest in out last meeting. Frankie voted to approve Lindsay as the next President. Diane will send out an email for voting to the remained of the PC members.
5. **New Business**
6. **FSP Fiscal Policy Update:**

* Page 7, Under Role of the Policy Council, reviewing monthly reports of meals and snacks provided (reimbursed) through the Department of Agriculture.
* Page 7, Roles of President & CEO and Staff, 1st paragraph, 4th sentence, these individuals along with the President & CEO are responsible that the Board of Directors and Policy Council members receive appropriate training and technical assistance to perform their roles.
* Page 22, Major Expenditures, The Board of FSP will approve all major expenditures, prior to purchase. A major expenditure is above the Simplified Acquisition Threshold and may require prior funder approval
* Page 22, entire facilities section has been revised
* Page 46, Policy Council Reimbursement, FSP shall provide if necessary, reimbursement for reasonable expense incurred by members of the Policy Council. This is to enable all members to participate fully in their responsibilities.
* Page 50, Changes in Payroll Data, new hires and changes in salaries or pay rates shall be authorized in writing by the President & CEO or COO and Finance Director
* Page 51, Review of Payroll, upon production of all payroll reports and checks, the Finance Director reviews payroll prior to its distribution to staff. The President & CEO or COO or CFO will initial the payroll reports, indicating approval of the payroll
* Page 61, Net Assets, entire section has been revised
* Page 62, Depreciation Policy, property and equipment are stated at cost, and depreciation is computed using the straight-line method over the estimated useful lives of the depreciable assets. FSP follows the policy of capitalizing items costing in excess of $5000 with useful lives greater than one year
* Page 68, Annual Report to the Public and Award Specific Reporting, both sections have been revised
* Frankie made a motion to approve the FSP Fiscal Policy Updates, Angela seconded the motion. Diane will send out an email for the remainder of the Policy Council to vote.

1. **FSP Policy Council By-Laws:** Diane shared that we want to get on the same approval cycle for the By-Laws as the Board of Directors

* Added an introduction
* Included the mission in the purpose section
* Page 2, Responsibilities, added developing procedures for how members will be elected to the Policy Council for each program year
* Page 3, Meetings/Notifications, scheduled monthly meetings will be held August through June on the third Monday of each month. The first scheduled meeting of each fiscal year will be held in August. The previous program year’s Policy Council members will be asked to serve during this meeting if their position is not filled during the May election. Jennifer asked for clarification purposes if we should add the monthly meeting will be held on Tuesday if the regular meeting falls on a holiday.
* Page 5, Officer Duties, President, shall preside and conduct all Policy Council meetings, assist the Program Director and Policy Council Secretary as necessary for the purpose of establishing agendas and discussing other relevant matters prior to the Policy Council meetings, meet with FSP Policy Council officers and needed to discuss ongoing program business
* Page 5, Vice President, shall act in the absence of the Policy Council President, conducts other duties as appointed by the Policy Council President, shall replace the Policy Council President if needed.
* Page 5, Officer Duties, Secretary, the secretary shall prepare and submit these minutes within five (5) working days to the Policy Council President and the Program Director for review, develops annual directory of PAC members and updates as needed, sends meeting invitations, reminders and collects RSVP’s. Jennifer asked if this should say Policy Council members instead of PAC
* Page 7, added the Self-Assessment Committee
* Removed Policy Council Ad Hoc Committee
* Angie made a motion to approve to approve the FSP Policy Council By-Laws with the revisions presented. Frankie seconded the motion. Diane will send out an email to all other Policy Council members to vote.

1. **21-22 Celebration:** Diane thanked the Policy Council members for their service and input during this year. She presented them with a First Start Drawstring bag which contained a water bottle, hat and t-shirt.
2. **Director’s Report:** Diane did not have any updates
3. **Member Discussion/Questions/Suggestions:** The members did not have any additional items for discussion/questions/suggestions.
4. **Adjournment**

Meeting was adjourned at 11:15 am

**Next Meeting: Monday, August 15, 2022 10:00-11:00 am**