

### September 25, 2008 Board Of Directors Meeting Minutes

<b>Date</b>		September 25, 2008	
<b>Time</b>		Dinner & Meeting 6:30pm	
<b>Location</b>		Dr. Sherry Ulmer Conference Center, Coolidge	
<b>Board Members Present</b>		Cynthia Benson, Dr. Krempasky, Caryl Chase, Beverly Riley, Paul Licano, HR Paddock	
<b>Seated Board Members Absent</b>		Rebecca Rios	
<b>Staff Present</b>		Melanie O'Neil, Susan Fender, Rhonda Clemans, Bridget Schutz.	
#	Agenda Item	Discussion	Motion
	Training	Board of Director Annual Orientation – each member received a new notebook. Melanie reviewed the Orientation section by section. New this year – By-laws being revised, Open Meeting Law requirements, Funding Update, Shared Governance – new act weakened PC responsibilities; however, as an agency we can still leave those in our shared governance expectations, Federal Review summary, Monitoring – Board responsibility has increased.	N/A
	Call Meeting to Order and Introductions	Meeting called to order by Cynthia Benson at 6:50 pm.	Roll Call completed. Quorum present .
1.	Acceptance of Agenda	Dr. K moves to accept agenda without Executive Session.	Motion to accept Agenda without Executive Session. Dr. K / Paul Licano – Motion carried.
2.	Approval of August 21, 2008 Meeting Minutes	Beverly moves to accept the August 21, 2008 Meeting Minutes.	Motion to approve August 21, 2008 meeting minutes. Beverly/Caryl– Motion carried.
3.	Discussion Items		
		a. <b>Maricopa Head Start Facility Update</b> – Melanie Reviewed current steps with HUD Housing property to develop a long term lease with Adeline & Terry Dolittle. Paul, PGCCS Contractor states there is enough room for the modular to be moved. HUD has approved. By moving onto this plot of land – we have saved \$125K. Paul is currently working with the architect to develop a plot plan. Within 30 days may be taking it to the board of supervisors. Mel may ask for BOD to write letters of support to the Board of Supervisors. Maricopa's Superintendent and Public Relations Director have indicated that they will write letters of support. We hope to sign a long term lease for 20 years, will need to get the lease in writing; minimum is 5 year requirement by the feds. Paul is working to get three bids to move the facility to the new lot. Maricopa Elementary will work with us to make the move. Septic Tank may have to be removed by us; all other items appear to be ok. Maricopa Schools wanted us out by October 1; Paul is thinking we have a little more time than that. Current lease is \$1 / year.	N/A
		b. <b>PGCCS Board Seat</b> – Melanie Have two seats open. Patricia left because she is getting married and is relocating to the valley. She recommended Linda Good. Melanie requested permission to call Linda Good. Dr. K knows her, states she will be very good if interested. Board gave verbal approval for Melanie to call her. Lucas Sheehan is willing to serve as a regular board member for a three year term. He would represent Stanfield. Melanie requested board to give other recommendations. Dr. K stated it would be beneficial to have someone who is familiar with Head Start. Melanie will double check the bylaws to make sure there isn't a conflict of interest. Only one past member had stated that she might be willing to re-serve. Verbal approval for Melanie to ask him to put in an application and check the bylaws for conflicts. Melanie bring application to the board next month for approval.	N/A
		c. <b>AHSA Mental Health Conference</b> – Susan Reviewed sessions, opened it up for board members to attend. Interested Board members will email Melanie.	N/A
		d. <b>Program Information Report (PIR)</b> – Susan Reviewed EHS & PHS PIR for 2007-08 sent to OHS. The next step is a letter stating how grantee did in meeting standards. We will bring to the board when received.	N/A
		e. <b>HS/EHS Parent "Back to School" Computer Program</b> - Susan Susan explained the PGCCS Parent Back To School Computer Program. The program scholarships PGCCS retired computers to parents who are currently going to school. She also described the application process. 22 have been given out since 2006. Six more are slated to be given out this year. Caryl asked if we were interested in other donated computers for the program, yes if they are in similar condition.	N/A

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4.	Decision Items		
	a. <b>Election of Board Officers</b> – Cynthia Need President, Vice President, Secretary, Treasurer. Cynthia volunteered to be President, Beverly volunteered to be Vice, Dr. K volunteered to be Treasurer, Paul Licano nominated to be Secretary, Paul accepted nomination.		<b>Motion</b> to approve Slate of Board Officers. HR / Caryl – Motion carried.
	b. <b>Committee Assignments</b> – Melanie Finance: DR.K (Treasurer) and HR. Nominating Committee: Paul Licano (Secretary), + Beverly & Caryl Planning Committee: Cynthia (President) + Beverly HAC – Beverly; BHAC – Cynthia; EAC – Caryl (ECE); FSAC – Paul		<b>Motion</b> to accept Committee Assignments. Dr. K/ Beverly – Motion carried.
	c. Financials – Rhonda <ul style="list-style-type: none"> <li>• Head Start –should be @ 10% spent, if over because of start up, new computer programs (ABRA, ChildPlus), &amp; initial training.</li> <li>• Early Head Start – should be @ 8%, child plus, ABRA, pre-service.</li> <li>• DES – EIP - @ 16%, security programs, ABRA, mental health conference, T-Shirts Current balance due is zero. This is a big deal since 12 months ago we were owed around \$60,000.</li> <li>• Child Care Centers – still in the process of being recorded.</li> <li>• Gila Early Ed Partnership – no activity</li> <li>• Board – United Way donation \$1,650 (classroom supplies), Director Insurance paid in August.</li> <li>• Stock Activity – loss of only \$1,011.43</li> <li>• CLIP Program - \$20K outstanding. 50K maximum available to roll. Melanie asked about a specific situation, staff returned computer when she left the program, found another staff to take over payments, agency didn't lose \$\$, board agreed that she should be able to purchase another computer. Because she found someone to purchase, no loss. In general, if someone leaves and returns the computer, they may not be able to purchase another computer. Should be decided on a case by case basis, Mel will continue to bring these situations to the board.</li> </ul>		<b>Motion</b> to accept Financials as presented. Dr. K/Paul – Motion carried.
	d. Board of Director Bylaw Revision – Patricia/Melanie – Requires 30 day notice. Ten pages revised based on the new Head Start Act – this document demonstrates before and after and has been reviewed by the legal representative from the board, Patricia Husbands. The new HS Act was considered. Melanie's suggestions were strike out and blue font. Patricia is red font. One more change as follows: ...issue at hand. change semi-colon to period. / This committee will act... Add "this committee"		<b>Motion</b> to approve Board of Director Bylaw Revisions, with corrections. Dr. K / HR – Motion carried.
	e. Personnel Report – Melanie No report available. FYI: PC approved personnel report for Head Start / EHS passed around.		<b>Motion</b> to accept Personnel Report. <b>N/A</b>
	f. Federal Review Corrective Action Report – Melanie Correction letter was presented. Discussed Rita Federal T/TA Specialist's on-site and report; PC rep stated 2 rooms working for transition.		<b>Motion</b> to accept Federal Review Corrective Action Letter. Dr. K / Caryl – Motion carried.
	g. Annual Report – Susan Susan presented draft annual report of 2007-08 activities. HS Act did include new data to be included. The BOD accepted the draft with corrections. The PC & staff will be submitting ideas. The final draft will go to Raymond Low in Region IX.		<b>Motion</b> to accept Annual Report with BOD suggested corrections and with additional input from PC, staff & Region IX. Dr. K / Beverly – Motion carried.
	e. EIP Self-Assessment Report – Bridget, EIP Supervisor presented: The Tool used for our EIP program self-assessment was designed by AzEIP for direct contractors. Many of the items are not required by us. But as an agency striving for high quality we use this tool to assess the overall services provided to the child. The report was reviewed section by section.		<b>Motion</b> to accept EIP Self-Assessment. Dr. K / HR – Motion carried.
	h. HR Policy Revision – Volunteers - Susan Susan revised the Volunteer Policy & Procedure to align with HSPS and OCCL requirements. The revision simplified the implementation of the policy and procedure and reduced the volunteer forms by approximately 50%.		<b>Motion</b> to accept the Revision of the Volunteer Policy & Procedure. HR/Beverly – Motion carried.

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<b>5.</b>	<b>Agenda Item</b>	<b>Monitoring Items – Consent Agenda – Items previously emailed to Board.</b>	
		a. OHS – Region IX – 8/26/08 - Miami EHS program approach approval letter	N/A
		b. OHS – Transportation Waiver approval letter – 5/19/08	
		c. Child Care Center Reports	
		d. August Child Injury Report	
		e. August Average Daily Attendance	
		f. Teacher CDA & Degree Status Report to date	
		g. HS-EHS August Meal Report	
		h. August Policy Council Meeting Minutes	
		i. August Policy Council Personnel Approvals	
		j. Quarterly Reports (Self-Assessment, Planning Process & Goals)	
		k. Program Services Board Report	
		l. Melanie's September CEO Report	
<b>6.</b>	<b>Adjournment</b>	The next Board of Director meeting will be on Thursday, October 23 <sup>rd</sup> , 2008 at 6:30pm at the Dr. Ulmer Conference Center.	<b>Motion</b> to adjourn meeting was called at <b>8:50 p.m.</b> Dr.K / HR – Motion Carried

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Secretary Signature

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Date