

January 29, 2009 Board Of Directors Meeting Minutes

Date	January 29, 2009
Time	Dinner & Meeting 6:30pm
Location	Dr. Ulmer Conference Center, Coolidge
Board Members Present	Cynthia Benson, Paul Licano, Lucas Sheehan, Brian Burns, Caryl Chase, Linda Good, Dr. K.
Seated Board Members Absent	Rebecca Rios, Beverly Riley, H.R. Paddock
Staff Present	Melanie O'Neil, Claudine Sabel, Erin Flores, Amy Hust

#	Agenda Item	Discussion	Motion
	Training	PHS Child Outcomes, Amy Hust Community & Parent Complaint Procedure, Melanie O'Neil Internal Controls – Accounting Manual Review & Annual Audits	N/A
		Meeting called to order by Cynthia Benson at 6:58 pm.	Roll Call, Paul
1.	Acceptance of Agenda	Dr.K moves to accept agenda without Executive Session.	Motion to accept Agenda without Executive Session. Dr.K/Brian – Motion carried.
2.	Approval of November 18, 2008 Meeting Minutes	Lucas moves to accept the November 18, 2008 Meeting Minutes.	Motion to approve November 18, 2008 meeting minutes. Lucas/Dr. K – Motion carried.
3.	Discussion Items		
		Maricopa Head Start Facility Update – Received notice from school district they would like modular moved by the end of February. We have been without water. Staff have been working at site by bringing in portable water. We are looking at the possibility of setting up a temporary office. County members are in favor, but lease must be sent to County Attorney. We ask the lease to be at no charge because it is HUD. If lease is done with no money involved the Board approval would not be needed. Board can request Linda to review the lease. We are requesting \$200,000 to move modular and complete playground. Playground will cost \$30,000. County Attorney to send the lease documents directly to Linda Good in hopes to push the process forward. Q. What other options are there? A. We looked at purchasing property. There are two lots for sale, but we really want this property because it is close to our families. Asking price is \$125,000. Q. Are we getting much help in that area? A. They didn't look at Head Start when the plans were drawn up. Now we are being asked to move our modular. There is so much to moving the facility, but we are working hard to plan the move.	N/A
		b. Florence Child Care Closure Update – No more Childcare. Children were referred to programs, such as Kith & Kin. We had a job for everyone in Childcare. A couple employees decided to resign. The other employees were placed in HS positions.	N/A
4.	Decision Items		
		a. Personnel Report – EIP had no action. HS had a lot of hiring.	Motion to approve the Personnel Report. Paul/Brian – Motion carried.
		b. Personnel Policy Revisions – We have four changes. Our policy does not state employees can use their time for student teaching during normal business hours. If approved, it would take effect immediately. IRS Mileage – Is currently at the 2007 rate. For August 1, 2009 we would like to raise it to the 2009 rate. This didn't change last year because we couldn't afford it. Vacation Time - If someone works for us as a substitute or temporary employee, the agency has always practiced paying for Christmas and New Years. We would like the policy to match the procedures we have had for 20 years. If approved, it would take effect immediately. Travel baggage – We will pay for one checked bag. Person will pay for additional or overweight luggage. The agency will not be responsible for lost or damaged luggage. If approved, it would take effect immediately.	Motion to approve the Personnel Policy Revisions. Dr. K/Caryl – Motion carried.
		c. Financials Head Start – Should be 48% spent, at 45% spent. Training is 66% spent, but Pre-Service and Mid-Service	Motion to approve the Financials. Dr. K./ Paul – Motion carried.

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	<p>are our biggest expenses. Supplies are another big expense. We will have our last supply order coming up.</p> <p>Early Head Start – Should be 42% spent, at 41% spent. If Susan sees money available she will spend it on professional development.</p> <p>DES-EIP – Should be 50% spent, at 46.21%</p> <p>Child Care Centers – CAC-SP is overspent \$486.83, piloting artificial grass to see how it holds up. CAC-SM is overspent \$187.96. Florence is \$542.54 overspent.</p> <p>Gila Early Ed Partnership – We are doing projects for the Gila Community in order to spend the rest of the money. Would like to put together a map showing where you can go to food bank, clothing, etc.</p> <p>Board - reviewed</p> <p>Stock Activity – November change in value \$71,542.25. December change in value \$59,401.50.</p> <p>Clip Program – We have received \$19,761.77</p> <p>Credit Card Statements - reviewed</p>	
	<p>d. NAEYC Accreditation – We have been making an investment in an accreditation program that cost us approximately \$9-11,000. Board bought into the NAEYC Accreditation, so we'd like to bring it to you to stop the NAEYC Accreditation. We don't feel we gain quality. Our assessments and reviews show we have quality programs. The accreditation is time intensive and costly. The accreditation team did not spend very much time evaluating the programs. Validation used to be a volunteer process. Now they are paying the people who come out to each site. The college pays for many of the expenses at the campus sites. The college wants the NAEYC accreditations at their child care programs. The colleges are requesting the two campuses have the accreditation. This would not mean we have to have it for all sites. We are concerned over the staff morale because there are sites who just received their accreditation. The sites say they would be happy for sites that do not have to have the accreditation. We have the standard driven curriculum and many are finding the accreditation is not imperative.</p>	<p>Motion to approve the drop of the NAEYC accreditation for all sites except the CAC campuses. Dr. K/Brian – Motion carried.</p>
	<p>e. 2009 PGCCS ERSEA Plan – Recruitment priority. Child Plus system prints out our priority waiting list. Recommendation from a partner, documented disability, children coming from another county, and low income families are examples of our priorities.</p>	<p>Motion to approve the 2009 PGCCS ERSEA Plan. Lucas/Paul – Motion carried.</p>
	<p>f. 2009 EHS Recruitment Plan</p>	<p>Motion to approve the 2009 EHS Recruitment Plan. Dr. K/Caryl – Motion carried.</p>
	<p>g. 2009 PHS Recruitment Plan</p>	<p>Motion to approve the 2009 PHS Recruitment Plan. Brian/Lucas – Motion carried.</p>
	<p>h. 2009 Community Assessment Update – Melanie reviewed the statistics.</p>	<p>Motion to approve the document as presented, with any possible changes. Dr. K./Linda – Motion carried.</p>
	<p>i. FTF program opportunity – Permission for Mel and Susan to write for money if there are opportunities for things like a healthcare consultant. Connie and Susan are both healthcare consultants but we would not hire them. We would like to go out and buy a HC Consultant. #6 Fund trainer to help lawful unregulated child care homes to become more healthy, safety and licensed. We are in a unique situation to be able to write for money and manage it. However, if Success by Six is doing training, I don't feel we should write for that. We would write for money that would sustain itself and wouldn't be a drain on the board. They won't let you surplant. We want home visiting programs in a community that is different. Train the staff to provide that program. The money is state money. This is tobacco tax money. FTF is a state program. No matching dollars are associated. If you say you will match they will monitor but it is not required. The board at the state level has not approved # 8 yet. This money would earn interest. Phases will be progressive. Permission would be to use Mel and Susan times to put together a proposal. It would be written in grant to have staff hired.</p>	<p>Motion to approve Melanie and Susan's time to write proposals for the FTF program opportunity. Dr. K/Lucas – Motion carried.</p>
	<p>j. Healthy Families opportunity – This \$1,000,000 for 100 children to be served in Pinal County. Director of Health Services said they put too much administrative staff on. This was costing 50% of the funds to run. We would like permission to watch, write a narrative to present to Board to submit to state for the money. This money is state. This money will not hurt HS. It would strengthen HS. We could see if a child would benefit more from healthy families or EHS. Believe these are 3 to 5 year grants that are rewriteable.</p>	<p>Motion to approve the Healthy Families opportunity. Brian/Dr. K – Motion carried.</p>

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		k. Employee Morale (American Express & Computers) – We are always looking for how to do morale building. A morale builder could be for us to turn a credit card into redeemable things. Turning star points into gift cards. We were told if employees sign up for Healthy Blue to get healthier they would send a trainer out four times a year for free. So we decided to put names in a hat when Healthy Blue came to Mid Service. Healthcare cost should come down if employees are healthier. CEO and DCEO will present to BOD a report showing points and cards and where they went to. For the parent education project we used computers that are considered disposable.	Motion to move forward with employee morale program. Dr. K/Lucas – Motion carried.
5.	Agenda Item	Monitoring Items	
		a. December 2008 CEO Report – Melanie reviewed.	N/A
		b. December 2008 Child Care Center Report – Melanie reviewed.	
		c. 11/21/08 OHS Letter confirming federal findings complete – Melanie reviewed.	
		d. Risk Management Meeting Results – Melanie reviewed.	
		e. November & December 2008 Child Injury Report – Melanie reviewed.	
		f. December 2008 Average Daily Attendance Report – Melanie reviewed.	
		g. Teacher & Teacher Assistant Education Status Report – Melanie reviewed.	
		h. December 2008 PHS/EHS Meal Report – Melanie reviewed.	
		i. Advisory Committee Minutes: BH 11/18/08, HAC 11/18/08 – Melanie reviewed.	
		j. Nov. 18, 2008 PC Meeting Minutes – Melanie reviewed.	
		k. PC Personnel Hire & Fire Approvals – Melanie reviewed.	
		l. NHSA membership – Melanie reviewed.	
6.	Adjournment	The next Board of Director meeting will be on February 26, 2009 at 6:30pm at the Dr. Ulmer Conference Center.	Motion to adjourn meeting was called at 8:30p.m. Dr.k/Lucas – Motion Carried

Secretary Signature

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Date