

PINAL GILA COMMUNITY CHILD SERVICES, INC.

February 26, 2009 Board Of Directors Meeting Minutes

Date	February 26, 2009
Time	Dinner & Meeting 6:30pm
Location	Dr. Ulmer Conference Center, Coolidge
Board Members Present	Cynthia Benson, Beverly Riley, H.R. Paddock, Lucas Sheehan, Caryl Chase, Linda Good, Brian Burns.
Seated Board Members Absent	Rebecca Rios, Paul Licano, Dr K.
Staff Present	Melanie O'Neil, Claudine Sabel, Rhonda Clemans, Susan Fender, Carla Ramsey

#	Agenda Item	Discussion	Motion
	Training	a. Grant Process -Melanie O'Neil, CEO b. Planning Process - Melanie O'Neil, CEO c. Content Service Plan – Claudine Sabel, Deputy CEO d. Self-Assessment – Claudine Sabel, Deputy CEO	N/A
		Meeting called to order by Cynthia @ 6:55pm.	Roll Call, Beverly Riley
1.	Acceptance of Agenda	Beverly moves to accept agenda without Executive Session.	Motion to accept Agenda without Executive Session. Beverly/HR – Motion carried.
2.	Approval of November 18, 2008 Meeting Minutes	Brian moves to accept the January Meeting Minutes.	Motion to approve the January meeting minutes. Brian/Lucas – Motion carried.
3.	Discussion Items	a. State of Arizona Economy – balance of state budget by reducing services for children at risk of Child Abuse / Neglect and children who have documented disabilities but not significant medical conditions. Result is 75% of the children in the Early Intervention Program in Apache Junction will no longer receive services and the rate for services for the remaining children has been reduced by 10%. State Budget has had an effect on the Public Schools also – AZ City has no room, Stanfield closing preschool, other school districts have contacted us to provide their preschool services. b. Head Start & Early Head Start Stimulus Plans – expect to see expansion money coming out of OHS for the next program year. Expect 1 billion for Head Start, 1,1 billion for EHS expansion. 4.9% COLA – first cost of living increase in 4 years. Discussed one time money vs. continual funding. We won't know for sure until the actual funding guidelines are provided – we expect that within the next 3 weeks. Goal is to swiftly provide services within the next few weeks. Secretary of HHS is still an open position. Recommended person did not accept – written guidance may not be written until this position is in place. Secretary's advisory committee on Re-Designation of Head Start Grantees Report. Discussion about when expansion grants should have to open to competition. Currently based on agency's ability to provide services within HSPS – PRISM review. We are in good shape because we had an excellent review and an annual audit with no findings. c. PGCCS has been reassigned to Sandra Urias, Region IX Federal Specialist. Used to be Raymond Low. Raymond led the PIR review call – we rocked – we were able to explain all areas of concern that they had identified.	N/A
4.	Decision Items	a. Early Intervention Program Continuation – asked the board to give CEO and Director permission to do what is necessary to continue to provide services or close the program based on what happens in the next 30 days. Looking for a trend towards a positive outcome in order to continue to provide the services. b. Personnel Report – tabled HR Director is absent due to death in the family. c. Financials: Head Start - Should be 58%; currently 58.39% spent. Training high due to Mid-Service. Parent/Board services high due to distribution of LPC/PC account funds. Early Head Start – Should be 50%; currently 51.25%. Occupancy repairs in Miami and Vehicle repairs were unexpected. DES – EIP - discussed in # a. Child Care Centers – CAC-SP collected 5.4% less than expected due to winter break and mid-service training. CAC-	Motion to allow CEO the flexibility to assess the program and make decisions regarding the continuation of the Early Intervention Program. Brian/HR – Motion carries unanimous. Motion to approve the Personnel Report. N/A Motion to approve the Financials. HR/Lucas – Motion carried.

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		<p>SM collected 12.77% less than expected due to winter break, purchase of turf for playground, mid-service training, and advertisement for open positions. Florence collected 6.6% less than expected – this program has been closed. Gila Early Ed Partnership - just over \$5000 remaining. Board – loss of \$24,000 due to advisory fees. Stock Activity – balance as of January 358,226.75. CLIP Program - \$19,000 due for employee computers Credit Card Statements – H.R. Paddock reviewed the four credit card statements.</p>	
		d. Community & Parent Complaint Procedure – reviewed process and made a minor correction.	<p>Motion to approve the Community & Parent Complaint Procedure with correction. Linda/HR – Motion carried.</p>
		e. Maricopa Update & Sabel Construction Contract – reviewed, provided an update, CEO needs further permission for project management. Contractor would get and manage the sub-contractors. Called every contractor listed in the Pinal County phone book – Sabel Construction was the lowest bid. Also looked in the newspaper for advertisements for like positions being hired – found three positions, again Sabel Construction was still the lowest advertised position. Board has the opportunity to review the paperwork. Taking extra steps due to the relationship between the D-CEO and Sabel Construction; this process was completed by the CEO. Has been reviewed by the auditor and has received his approval.	<p>Motion to approve Sabel Construction Contract for facility management. – Beverly/Lucas - Motion carried.</p>
		f. Ratify Emergency Fund Request for Maricopa – reviewed emergency request for the Maricopa project. The \$11,000 basic grant funds were a result of decreasing the NAEYC accreditation process. All funds received must be spent in Maricopa. Reviewed the five page proposal.	<p>Motion to ratify the Emergency Fund Request for Maricopa. Beverly/Brian – Motion carried.</p>
		g. Ratify Maricopa Option of Home Base – because we have accepted funds to service children in Maricopa, even though the building is no longer available, the program is requesting to serve those children via a home base option. It is a new regulation to receive permission to make this option change.	<p>Motion to ratify the interim Maricopa Option of Home Base. Lucas/Linda – Motion carried.</p>
5.	Agenda Item	Monitoring Items	
		a. Child Injury Report – January	<p>N/A – Summary Provided Board will read at their leisure.</p>
		b. Average Daily Attendance - January	
		c. PHS/EHS Meal Report - January	
		d. Quarterly Reports (Program, Planning, Self-Assessment & Goals)	
		e. Site Event Reports	
		f. Advisory Committee Meeting Minutes	
		g. PC Meeting Minutes – January	
		h. Teacher & Teacher Assistant Education Update	
		i. CEO Report – January	
		j. PC Personnel Hire & Fire Approvals, January	
		k. Child Care report	
6.	Adjournment	<p>March 19, 2009 and April 09, 2009 at 6:30pm, Florence Holiday Inn (Joint PC & BOD). Executive Session may be held in accordance with Board of Directors Bylaws.</p>	<p>Motion to adjourn meeting was called at 8:01pm Beverly/Brian – Motion Carried</p>

Secretary Signature _____

_____/_____/_____
 Date