

PINAL GILA COMMUNITY CHILD SERVICES, INC.

April 9, 2009 Board Of Directors Meeting Agenda

Date	April 9, 2009		
Time	Dinner & Meeting 6:30 pm		
Location	Florence Holiday Inn, Conference Room		
Board Members Present	Beverly Riley, H.R. Paddock, Caryl Chase, Rebecca Rios (by phone), Lucas Sheehan, Brian Burns		
Seated Board Members Absent	Cynthia Benson, Dr. K., Paul Licano, Linda Good		
PC Members Present	April Askew (Miami, EHS); Denise Ortiz (Globe, CB); Leticia Berdych (CG, CB); Angel Wheeler (Miami, CB); Frida Black (Maricopa, CB); Erica Orosz (Florence, CB); Terese Berdych (CG, CB); Leticia Ruelas (Toltec, CB); Michelle Garza (Eloy, CB); Brian Burns (CAC-SM, CB); Marsha Mills (AJ-EHS, HB); Gretchen Voice (AJ, CB); Brinitha Harris (JOC, CB); Adrian Gipson (AZ City, CB); Lucas Sheehan (Stan, Community Rep);		
Staff Present	Melanie O'Neil, Claudine Sabel, Rhonda Clemans, Tina Moore, Susan Fender, Katrina Relph-Mueller, Erin Flores, Leticia Mendez, Ricki Williams		
1.	Acceptance of Agenda	All Meeting items were reviewed from 6:30pm to 8:50pm Meeting was called to order at 8:00pm	Motion to accept Board agenda was called 8:01 <u>Lucas, Stanfield/H.R.</u> - Motion Carried
2.	Approval of February Meeting Minutes	None	Motion to approve the 2/24/09 Board minutes was called. <u>Brian, CAC-SM/Lucas, Stanfield</u> - Motion carried
	Agenda Items	Monitoring Items	
3.	February 09 Monitoring Items	<ul style="list-style-type: none"> a. Child Injury Report b. Average Daily Attendance c. PHS/EHS Meal Report d. Advisory Committee Meeting Minutes e. Teacher & Teacher Assistant Education Update f. CEO Report g. PC Personnel Hire & Fire Approvals h. Child care report i. Maricopa Facility Update j. First Things First Award for Home Visitation Program k. 08-09 Child Outcome Fall-Winter Gains l. Letter from Region IX re: February 23, 1009 PIR call m. AzEIP Program Update 	<p>Claudine presented Summary</p> <p>N/A</p>
	Agenda Item	Action	
4.	PC Select Scholarship Recipients	Katrina Present – Student ballots for pc scholarships handed out, completed and submitted.	N/A
5.	February 09 Financials	<p>Rhonda Present - Head Start - Early Head Start – PC – EIP - Child Care - Gila Early Ed Partnership – CLIP</p> <p>DES/DD – Program spent 5.22% more than was collected. Supplies high for payroll software and computer protection. Training high for Pre-Service & Mid-Service. Other additional costs were for T-shirt purchases and consultant fees for payroll.</p> <p>Childcare CAC-SM should have 67% spent, is 56% spent. Childcare CAC-SP should have 67% spent, is 41% spent. Childcare Florence is 35% spent. Also collected approximately 6% less then expenses, which resulted in a loss of \$8,813.59.</p> <p>Gila Early Ed is approximately 79% spent.</p> <p>Board had loss of \$14,728.83 in stock activity. Received \$1650.00 donation from United Way. Director's insurance was paid in August.</p>	Motion to accept the Financials as presented was called. Board Members – <u>Caryl/H.R.</u> – Motion carried.
6.	Audit Year Ending 07/31/08	Rhonda Present – Handout reviewed.	Motion to accept the Audit Year Ending 07/31/08 as presented was called. Board Members - <u>Brian/Lucas</u> - Motion carried.

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7.	2008-09 PHS & EHS Self Assessment Findings & Improvement Plan	Claudine Present – Each site and c/o content and department was assessed individually. Central office looks at all of them too come up with an improvement plan. Strengths per content are looked at. Findings are areas we want to improve upon for next year. If something comes up that we want to improve, it can be done with training. EHS – Handouts reviewed. Three findings listed. For those findings we have a desired outcome and target completion date. Correction to target dates reading 3/3/09, it should read 7/30/09.	Motion to accept the 2008-09 PHS & EHS Self Assessment Findings & Improvement Plans as presented was called. Board Members - <u>Brian/Caryl</u> - Motion carried.
8.	ERSEA Revision – Homeless	Susan Present – update on homeless in ERSEA criteria given. PC approved selection plan in January. Katrina and Susan have attended conferences which indicated Homeless families were to receive top priority. PGCCS concern using just the definition of homelessness may not identify families with the most need. We emailed Region IX asking for clarification. They responded that it is not clear at this time. We will leave recruitment as is, utilizing point systems and indicators to determine their levels of need. The Family Services Committee will work on indicators on 4/15/09.	N/A
9.	Personnel Report	Tina Present - handouts	Motion to accept the Board Personnel Report as present was called. <u>Lucas/Caryl</u> – Motion carried.
10.	2009-10 Planning Process Update	Melanie Present – March items were moved to April. Chart reviewed.	Motion to accept the 2009-10 Planning Process Update as presented was called. Board Members - <u>Caryl/H.R.</u> - Motion carried.
11.	2009-10 Goals, Year 2 Objectives	Melanie Present – Our 1 st goal was to change the agency name. BOD decided it was too costly. Correction to handout: Page 1 of 3, under Activities column: “Explore possible funding streams” Target Date should read 2/10 and “Healthy Alerts to staff each pay period” Target Date should read 8/09.	Motion to accept the 2009-10 Goals as revised, Year 2 Objectives as presented was called. Board Members - <u>Lucas/Brian</u> - Motion carried.
12.	2009-10 Content Services Plan Update	Claudine Present – This year is an update year. We went through everything to put in changes for next year. Education services will use CLASS to monitor teacher interactions in August. ERSEA homelessness policy updated and reprioritized. Community Partnerships volunteer policy and procedure will go under Human Resources instead of Content. EHS has no significant changes. ERSEA and Community Partnership changes are the same as PHS.	Motion to accept the 2009-10 Content Services Plan Update as presented was called. Board Members - <u>Caryl/Lucas</u> - Motion carried.
13.	Ratify Double Session 3 hour for 128 day waiver	Melanie Present – This is a waiver to serve children for 3 hours a day in Maricopa and JOC. We would like for one teacher to teach am and pm. We would be piloting this model. It is a goal that on 09/30/13 50% of teachers will have their bachelor's degree. Removing a teacher position would allow us to pay the one teacher the same salary grade as district positions. We don't have money to pay staff for 149 days. We are flat funded so we requested the waiver for this. There are 2 vacancies in Maricopa because we are going home base. There is no RIF. We are not losing anyone here. We may ask that as we have vacancies we will request to go to double session model.	Motion to Ratify the Executive Committee's decision to request a waiver to serve children double session in Maricopa & JO Combs 3 hours a day for 128 days was called. Board Members- <u>Lucas/Brian</u> - Motion carried.
14.	2009-10 PHS Grant Staffing Pattern Child Enrollment Site Options T/TA Budget	Melanie Present – Documents handed out. The organizational charts explain it best. Parents, PC and Board were asked to be on the committees involved in this project. In Az City the district did not receive money to build a 3 rd elementary school as anticipated so the classroom HS used is needed by the district. Kitchen aid hours were reviewed. RMCs made recommendations for these positions based on time spent on food pickups, etc. EHS is expecting expansion dollars.	Motion to accept the 2009-10 PHS Grant as presented was called. Board Members - <u>H.R./Caryl</u> - Motion carried.

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		Data Systems Manager money was used for Child Plus consultant.	
15.	2009-10 EHS Grant Staffing Pattern Child Enrollment Site Options T/TA Budget	Susan Present – The Organizational chart has not changed from prior years. Documents reviewed.	Motion to accept the 2009-10 EHS Grant as presented was called. Board Members - <u>Caryl/H.R.</u> - Motion carried.
16.	Request to Regional Office to extend the obligation of liquidation of One-Time T/TA funds	Melanie Present. Documents reviewed.	Motion to accept the Request to Regional Office to extend the obligation of liquidation of One-Time T/TA funds as presented was called. Board Members - <u>Lucas/H.R.</u> - Motion carried.
17.	FY 2009 COLA Grant	Rhonda Present – The plan would be to give staff 3.1 % raise to continue each year and 1.8% will be one time.	Discussed & Tabled
18.	FY 2009 Quality Improvement Grant	Melanie Present –We should be hearing back any day on the stimulus money and alerts.	Discussed & Tabled
19.	Transportation Waiver	Melanie Present –This waiver addresses the transportation of children, the monitor needed on the bus, school district liability, age & weight appropriate restraints. It lets regional office know we are in a waiver situation. We are at 18 school districts. Districts provide transportation to HS children if indicated in the child's IEP.	Motion to accept the Transportation Waiver as presented was called. Board Members - <u>Brian/Caryl</u> - Motion carried.
20.	Board Adjournment	The next Board of Director will be on June 25, 2009 at the Dr. Sherry Ulmer Conference Center.	Motion to adjourn Board meeting was called at 8:07 p.m. <u>Lucas/Caryl</u> – Motion Carried.

Secretary Signature _____

Date ___/___/___