

June 18, 2009 Board Of Directors Meeting Minutes

<b>Date</b>	June 18, 2009
<b>Time</b>	Dinner & Meeting 6:30pm
<b>Location</b>	Dr. Ulmer Conference Center, Coolidge
<b>Board Members Present</b>	Cynthia Benson, Paul Licano, HR Paddock, Caryl Chase, Lucas Sheehan, Linda Good, Brian Burns, Charity Russell
<b>Seated Board Members Absent</b>	Beverly Riley, Richard Krempansky, Rebecca Rios
<b>Staff Present</b>	Melanie O'Neil, Claudine Sabel, Rhonda Clemans, Susan Fender, Erin Flores

#	Agenda Item	Discussion	Motion
	<b>Training</b>	<p>Self-Assessment Procedure - Claudine, DCEO We complete assessment feedback annually. We collect information from resources like our ongoing monitoring and databases. We know what our strengths and weaknesses are. All departments and content program systems complete a self assessment.</p> <p>Program Information Report (PIR) - Claudine, DCEO We submit the PIR in August. The PIR is data collection from individual programs to show progress and outcomes of the programs. Region IX will give us a phone call with their feedback on our data. Anyone who operated a HS or EHS program in 2007-08 is required to complete the PIR.</p> <p>Board of Director Bylaws - Melanie, CEO In July Mel will ask members to assist with Board bylaw revisions. We would like to have Action Without a Meeting. The resolution would be in lieu of meeting. Linda, Caryl, Lucas would be willing to be on committee. Caryl cannot participate on Tuesday afternoon or Thursday morning. Evenings are best for Lucas. Linda available anytime.</p>	N/A
		<p>Report on First Things First Home Base Program - Susan, CD Director Pinal County contractual agreement was completed May 18th. Program Supervisor was hired, but resigned soon after. An Interim Program Supervisor has been hired. We interviewed Home Educator/Visitor applicants. Those selected began work June 6th. We received a signed contract from the FTF state office June 10th. Recruitment and selection took place June 15th for a proposed Home Visits to begin June 22nd Gila County contractual agreement was completed May 28th. June 15th we identified Home Visitors. The proposed recruitment for Tonto Basin is June 25th. Proposed recruitment for Payson is June 26th.</p>	N/A
	<b>Monitoring Item Summary</b>		
1	Maricopa Facility Lease & Funds Update	This was on Board of Supervisors June 24th agenda, but legal description of the parcel is not accurate. Water district suggested using corner of parcel that had been advertised for HS use. That changed legal description of parcel so item was moved to July agenda.	N/A
2	Child Care Centers Report	Enrollment is constant for May.	
3	Annual Child Injury Report 2008-09	Health Coordinator looks at injuries annually as well as monthly. We had 5 injury calls. EMTs were called. Everything turned out fine with those injuries. Yellow alerts are up by 21, but we believe it is because sites are documenting better. 665 total injuries, up 54 from last year. We are at a rate of approximately 5 injuries a day. 8% is national injury rate. We are not at 1% rate.	
4	Average Daily Attendance	May 2009 handout reviewed.	
5	Teacher & TA Education Report	handout reviewed.	
6	Allocation Update	handout reviewed.	
7	HS/EHS Meal Report	May 2009 handout reviewed.	
8	HS/EHS Quarterly Reports	HS/EHS Quarterly Reports (Self-Assessment, 07-08 Goals, Planning, Program Services) – handout reviewed.	
9	HS/EHS Site Event Reports	handout reviewed.	
10	Advisory Committee Minutes	May 5th Behavioral Health & Health Advisory – handout reviewed.	
11	PC Personnel Approvals	April and May handout reviewed.	
	<b>Call To Order</b>	The meeting was called to order at 6:50pm by Cynthia.	Cynthia, President
	<b>Roll Call</b>	Roll Call completed. Quorum present.	Paul, Licano
	<b>Acceptance of Agenda</b>		<b>Motion</b> to accept Agenda without Executive Session. Board Members – Lucas/Brian – Motion carried.

June 18, 2009 Board Of Directors Meeting Minutes

	<b>Approval of April 9, 2009 Meeting Minutes</b>		<b>Motion</b> to approve the April meeting minutes. Board Members – <b>Brian/Caryl</b> – Motion carried.
	<b>Decision Items</b>		
a	Board Nominations	Slate of candidates was introduced. New seat - Charity Russell, United Way of Pinal County Executive Director. Re-election of member – Cynthia Benson	<b>Motion</b> to accept slate of candidates for 3-year term. <b>HR/Brian</b> – Motion carried.
b	Financials - Rhonda	<ul style="list-style-type: none"> <li>• HS: Should have 94% spent. We are under spent about 1.55%, which we are working at spending down our money by making building repairs and buy supplies..</li> <li>• EHS: Should be 83% spent. We are underspent approximately 7.9%, which we are working at spending that money.</li> <li>• DES/DDD: EIP – Loss of over \$3000.00 and a profit for several months. State balanced budget and cut DDD services. A 75% and 10% cut was pulled back. State just sent out a request for a voluntary cut. We agreed to a 10% cut.</li> <li>• Child Care Centers: CAC-SP - Collected 5.87% less then expenses. Total YTD loss was \$3097.91. Month of May loss was \$407.35. CAC-SM – Collected 4.24% less then expenses. Total YTD loss was \$2404.75. Month of May gain was \$1591.47. Florence – Collected 6.58% less then expenses. Total TYD loss was \$9470.13.</li> <li>• Board – Gain of \$6298.36 on the stock for the month of May,. YTD loss is \$57,698.26</li> <li>• Board funds available is at \$41,303.03 as of May 31.</li> <li>• CLIP Program – reviewed handout.</li> </ul>	<b>Motion</b> to accept Financials as presented. Board Members - <b>HR/Caryl</b> – Motion carried.
c	401K Audit – Rhonda:	No findings. Documents have been emailed to members. John, the Auditor, said we have one painter that did not pay Davis Bacon wages. Claudine has tried to collect that \$2685.00. After many attempts Claudine feels we will not be able to collect said funds. Internal controls have been put in place to prevent this happening in the future.	<b>Motion</b> to accept the 401K Audit. Board Members - <b>Lucas/Paul</b> – Motion carried.
d	Personnel Report – Erin	FTF Supervisor was hired, but resigned soon after she started. An interim Supervisor has been selected to fill the vacancy for 30-60 days. FTF HV and HE for Pinal County have been selected. The Board approved two resignations and one transfer.	<b>Motion</b> to accept Personnel Report. Board Members - <b>Brian/Lucas</b> – Motion carried.
e	Personnel Policy Revision – Melanie	We would like our practices to match our policies. 7.14 Unpaid Leave of Absence Policy revised to allow all employees to request leave without pay. 7.5 Sick Time Off Policy will allow all employees to keep up to 30 sick days as time accrues. HS requirement says PC has to approve all hires, fires, transfers, etc. for HS & EHS. Per our procedure, every Friday an email is sent by our RMCs to members listing our recommendations for their response and approval.	<b>Motion</b> to accept Personnel Policy Revisions as presented. Board Members - <b>Paul/Caryl</b> – Motion carried.
f	HS Grants – Claudine	Ratify HS COLA Grant – reviewed handout	<b>Motion</b> to ratify HS COLA grant. Board Members - <b>Caryl/Brian</b> – Motion carried.
		Ratify HS Quality Improvement Grant – reviewed handout	<b>Motion</b> to ratify HS Quality improvement grant. Board Members - <b>Brian/Caryl</b> – Motion carried.
		FY2009 HS Expansion Grant – reviewed handout	<b>Motion</b> to approve FY2009 HS Expansion Grant. Board Members - <b>HR/Caryl</b> – Motion carried.
		FY2009 HS One-Time Program Improvement Grant – reviewed handout	<b>Motion</b> to approve FY2009 HS One-Time Program Improvement Grant. Board Members - <b>Lucas/Paul</b> – Motion carried.
		FY2009 HS One-Time T/TA Grant – reviewed handout	<b>Motion</b> to approve FY2009 HS One-Time T/TA Grant. Board Members - <b>Linda/HR</b> – Motion carried.
g	EHS Grants - Susan	Ratify EHS COLA Grant – Figures are based on the number of staff.	<b>Motion</b> to ratify EHS COLA grant. Board Members - <b>Caryl/Charity</b> – Motion carried.
		Ratify EHS Quality Improvement Grant – Most staff have come with Associate degrees. We send them to trainings. We want to send them for Infant Toddler certificates. There is an infant massage program. Money cannot be spent on travel of per diem so we need to keep employees in state for training. We have wanted a modular in AJ for a long time. We decided to buy a modular in phases.	<b>Motion</b> to ratify EHS Quality Improvement Grant. Board Members - <b>Charity/Paul</b> – Motion carried.
		FY2009 EHS Expansion Grant	<b>Motion</b> to approve FY2009 EHS One-Time Program Improvement Grant. Board Members

**June 18, 2009 Board Of Directors Meeting Minutes**

		FY2009 EHS One-Time Program Improvement Grant	– <b>Charity/HR</b> – Motion carried. <b>Motion</b> to approve FY2009 EHS Expansion Grant. Board Members - <b>Caryl/Paul</b> – Motion carried.
h	Eloy Playground Grant	Eloy Playground Grant – Monsanto does agricultural.	<b>Motion</b> to approve Eloy Playground Grant. – Board Members. - <b>Paul/HR</b> – Motion carried.
i	Melanie's 360 Evaluation	Policy council member can also evaluate Melanie as Board Member. Claudine will email survey information to members with a June 26 <sup>th</sup> deadline. Survey took about 15 to 20 minutes to complete. Lucas has learned at WIPFLI meetings that not many non-profits do CEO or Executive evaluations. This evaluation model came from Sherry Ulmer. We are providing the information to the Board since they supervise the CEO.	n/a
	<b>Adjournment</b>	Next Meeting: Thursday, August 20, 2009, Central Office Conference Room Executive Session may be held in accordance with PC Bylaws.	<b>Motion</b> to adjourn meeting was called at 7:55p.m. <b>Lucas/Brian</b> – Motion Carried

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Board of Directors' Secretary Signature

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Date