

PINAL GILA COMMUNITY CHILD SERVICES, INC.

August 19, 2008 PC Meeting Minutes

<b>Date</b>	August 19, 2008
<b>Time</b>	Dinner & Meeting 6:30
<b>Location</b>	Dr Ulmer Conference Center, Coolidge AZ 85228
<b>PC Members Present</b>	Lucas Sheehan, Angela Clark, Marsha Mills, Jesus Garcia, Janet Cook, Elisia Gomez, JoLynne Walton, Denise Ortiz, April Askew, Erica Orosz
<b>Staff Present</b>	Melanie O'Neil, Claudine Sabel, Rhonda Clemans, Susan Fender, Tina Moore, Katrina Relph-Mueller, Erin Flores, Ricki Williams

#	Agenda Item	Discussion	Motion
*	Call to Order	The meeting was called to order at 6:52pm by Lucas Sheehan.	Motion to call meeting to order Marsha, JOC/April, Miami – Motion carried.
1.	Acceptance of Agenda without Executive Session	None	Motion to accept agenda without Executive Session was called Erica, Florence/Marsha, JOC – Motion carried.
2.	Approval of May 27, 2008 Meeting Minutes	None	Motion to approve the minutes was called Marsha, JOC/JoLynn, Miami – Motion carried.
<b>3.</b>	<b>Action Items:</b>		
3a.	Financials -	Rhonda Clemans – Reports are pre-audit for the fiscal year. Head Start: In-Kind 60K more than needed for PHS. Spent all money. Early Head Start – In-Kind. Spent all money. 5K overspent. Will balance itself out.	Motion to accept Monthly Financial Reports April, Miami, JoLynne/Miami, Site – Motion carried.
3b.	OHS Letter 5/16/2008 – Review Results	Melanie O'Neil – 1 Finding. Can never be more than 20 children in the classroom. Extra 5 children that were present in the classroom were during lunch period. There is enough room in second classroom for those children. This room is extra space for those children over 20 in Head Start Room. Central Az College starts early along with college schedule. Site will be monitored.	Motion to accept Review results and solution April, Miami, Marsha/JOC, Site – Motion carried.
3c.	Ratify Community Development Director (CDD) Position & Promotion	The Executive committee of the board has approved this item. 51% of seated PC members approved this item. Melanie O'Neil recommended the PC ratify the decision to eliminate the Community Development Coordinator position and Birth to Three Program Manager position and create the Community Development Director Position and add an AJ EHS Home Visitor to staffing pattern. The CDD Position will be 50% Head Start, 41% EHS, and 9% EIP. Then promote Susan Fender who more than meets the qualifications for the position.	Motion to Ratify Community Development Director position and promotion as presented. Erica, Florence/Denise, Globe – Motion carried.
3d.	EHS Option Change – Program Approach	Susan Fender informed council the EHS Supervisor position in Miami is vacant as of 07/31/2008. Would like to have Supervisor, HB Teacher & KA. Would like to approve an alternate service option. Recommend to advertise EHS Supervisor vacancy, 3 slots to AJ temporarily until position is filled. Delay start of program by 1 week. Not enough applications in. We are recruiting. AJ HB to 27, Miami HB to 09 and Winkelman HB to 10 with total enrollment of 46.  Preschool Head Start Option Change – Superior HS is serving 17 children due to high enrollment of 3 year olds. Would like to up the 3.5 hours to 4 hours per day for the 3 year olds that returned as 4 year olds.	Motion to accept EHS Option Change JoLynn, Miami/Marsha, JOC – Motion carried.  Motion to approve PHS Option change. April, Miami/ERICA, Florence

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3e.	PC Bylaws Revision	Melanie O'Neil reviewed changes and explained how federal guidelines required our By-Laws to change so we will be in compliance. New Head Start laws need to be added to PC By-Laws by August for September. Black text is already written in, red is already written in but want to strike out, blue is what we would like to add in. No one can be on PC if they have a family member or close relationship to a staff in Head Start. Added community rep in September instead of October so community reps can be elected as officers. Tonight is last meeting as Policy Council member. Member must be voted in at LPC meeting for 08-09 seats. Members can only serve 3 years total. Melanie publicly thank Susan Fender for red lining the PC bylaw document.	Motion to accept PC Bylaws Revision Marsha, JOC/Erica, Florence – All in favor, 1 Abstained. Motion carried.
3f.	PC Composition/Membership Selection	Melanie O'Neil explained each HS site will have 1 voting rep per program option. Each EHS site will have 1 voting rep. LPC will select their PC reps and alternate at their meetings in September. PC will select up to five PC reps from the community.	Motion to accept PC Composition & Membership Selection April, Miami/Jesus, Maricopa – Motion carried.
3g.	PC Employee Hiring Procedure	Tina Moore explained the black text is written in procedures now, red text is what we would like written in. Site Managers will forward recommendation form each Tuesday instead of Thursday. SM will email result to RMCs and send originals through inter office mail. Quorum changed from 51% of seated Policy Council to 10 voting members of PC.	Motion to accept PC Employee Hiring Procedure Marsha, JOC/April, Miami – Motion carried.
3h.	Personnel Report	Tina Moore reviewed the employment Summary. New Hire recommendation forms given to voting members.	Motion to accept Personnel Report JoLynn, Miami/April, Miami – Motion carried.
3i.	Personnel Policy Revisions	Tina Moore informed council the FMLA revisions went to Board. Modifications are mainly to simplify written procedures. FMLA outsourced to Ceridian, employees are using them now. If employees are not eligible for FMLA. Site Managers can request a Leave of Absence for staff through the HRD who will then submit to the CEO for approval.	Motion to accept Personnel Policy Revisions Marsha, JOC/JoLynne, Miami– Motion carried.
3j.	Employee Job Description (JD) Revisions	Tina Moore explained the following additions to the Teacher and Teach Assistant JD. Per Federal Mandates by 10/01/2011 all Head Start Teachers must have at least an AA degree in ECE and preschool teaching experience or have a BA and been admitted into the Teach for America Program. Those receiving financial assistance from HS must stay with agency for 3 years or repay prorated amount of monies received to attend school. By 9/30/2013 Teacher Assistant positions must have CDA credential or be enrolled in program leading to AA or BA or be enrolled in CDA program to be completed in two years. Tina & Melanie like to modify the format of job descriptions to look like sample of CEO job description.	Motion to accept Employee Job Description Revisions April, Miami JoLynne/Miami, Site – Motion carried.
3k.	08-09 Self-Assessment tool, procedure & process	Claudine Sabel reviewed attachments with members. Explained the time schedule for assessments taking place from August thru February. Bring the assessment findings & improvement plans to PC & Board for approval in March. Goes into grant process in April.	Motion to accept 08-09 Self-Assessment tool, procedure & process Marsha, JOC/Denise, Globe – Motion carried.
<b>4.</b>	<b>Monitoring Items</b>		
4a.	Annual Accident Report	Report shows injuries for the year. 9 Red Alerts for the year, EMT checked all, 5 needed follow up, 3 were treated, and all were okay. Yellow alerts - Several sites provided courtesy calls for minor injuries. 21 yellow alerts this year, 3 parents followed up, 2 of those were treated, and all were okay. Total injuries for 2007/2008 was 611. There are 17 center based sites. Averaged less than 5 injuries/day, approximately 0.5% injuries/day, approximately 0.5% of the 850 children served each day.	N/A

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4b.	May & June 2008 ADA (Average Daily Attendance)	Head Start: May - 850 funded enroll & 814 actual enroll. Enrollment down due to last 60 days rule (slots not filled when close to the end of the year). June – 850 funded enroll & 38 actual enroll. Florence is the only site open in June. Early Head Start: May - 46 funded enroll & 46 actual enroll. June – Early Head Start: 46 funded enroll & 46 actual enroll.	N/A
4c.	May 2008 Meal Report	Meal and snack report shows how many meals we provide to children. Total meals 10430. CACFP funded 795, total 795.	N/A
4d.	May 29, 2008 Board of Director Meeting Minutes		N/A
5.	Adjournment	Next Meeting: September 23, 2008, Dr. Ulmer Conference Center	Motion for adjournment was called at 7:58p.m. April, Miami/JoLynne, Miami – Motion carried.

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Secretary Signature

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Date

Parent Conference – Wonderful experience. Learned so much. Classes like Learning to Laugh and Find the Child in Yourself. Have resources available to those interested. Conference advertised items such as House and family resources, partnering center (aide for parents), books, flash cards, etc. go online and find these free items. Program pushes for parent involvement. Need to work on parent involvement because the children really need it. Parents are the first teachers for these children. Head start is where we can start them, but school is going to be a battle and we need to get them started now. Parent involvement is needed for these children to succeed. Katrina will share resources with everyone.