

PINAL GILA COMMUNITY CHILD SERVICES, INC.

January 27, 2009 PC Meeting Minutes

Date	January 27, 2009
Time	Dinner & Meeting 6:30 pm
Location	Dr Ulmer Conference Center, Coolidge AZ 85228
PC Members Present	Lisa Monreal (Cool, CB); April Askew (Miami, EHS); Denise Ortiz (Globe, CB); Angel Wheeler (Miami, CB); Elisia Gomez (Superior, CB); Erica Orosz (Florence, CB); Leticia Ruelas (Toltec, CB); Michelle Garza (Eloy, CB); Brian Burns (CAC-SM, CB); Tracey Anders (CAC-SP, CB); Janet Cook (Payson, CB); Jenny Fitz-Booth (Mammoth, HB); Gloria Parra (Stan, HB); Veronica Valenzuela (Stan, CB); Denise Granillo (JOC, HB); Adrian Gipson (AZ City, CB)
Staff Present	Melanie O'Neil, Claudine Sabel, Tina Moore, Susan Fender, Katrina Relph-Mueller, Erin Flores, Amy Hust, Leticia Mendez, Carla Ramsey, Ricki Williams, Rosaysela Talamantes

#	Agenda Item	Discussion	Motion
*	Call to Order	The meeting was called to order at 6:50pm by Brian Burns.	Motion to call meeting to order. Angel/Miami, Leticia/Toltec – Motion carried.
1.	Acceptance of Agenda without Executive Session	None	Motion to accept agenda without Executive Session was called. Denise, JO Combs/Lisa, Coolidge – Motion carried.
2.	Approval of November 18, 2008 PC Minutes	None	Motion to approve the 11/18/08 minutes was called. Michelle, Eloy/Leticia, Toltec – Motion carried.
3.	Training	<ul style="list-style-type: none"> a. National Parent Conference b. PHS Child Outcomes – PowerPoint c. Community & Parent Complaint Procedure – See Handout d. Internal Controls – Accounting Manual Review & Annual Audits – See Handout 	N/A
4.	Action Items:		
4a.	Financials, Melanie O'Neil <ul style="list-style-type: none"> a. Head Start – 48% spent, should have 45% spent. b. Early Head Start – 41.54% spent, should have 41.66% spent. More \$ spent on supplies & staff training due to vacant staff positions. EHS Field Specialist went to National HS Parent Conference. c. Policy Council – Funds available: Actual \$5,122.35 		The PC approved the Financials as presented. Tracey, Signal Peak/ Denise, JO Combs – Motion carried.
4b.	Personnel Report, Tina Moore We have done a lot of hiring. Reviewed handout. Recommendation for hire forms handed out and collected.		The PC is approved the Personnel Report as presented. Michelle, Eloy/Adrian, Az City – Motion carried.
4c.	PGCCS Policy & Procedure Revisions, Tina Moore <ul style="list-style-type: none"> • Student Teaching Policy: Add employees with accrued vacation time may use it during student teaching. Time must be used during regular PGCCS work schedule. • Mileage rate increase to .505 cents per mile 8/1/09. This is the 2009 IRS Mileage Rate. • Christmas and New Years holidays have been paid for temporary employees but we would like to have it written in policies. • PGCCS will pay for one checked bag per individual. Costs assorted with additional bags, overweight or oversized luggage are the travelers' responsibility. PGCCS assumes no liability for damaged or delayed luggage. 		The PC approved the PGCCS Policy & Procedure Revisions and recommends them to the Governing Board as presented. April, Miami/Angel, Miami – Motion carried.
4d.	2009 PHS Recruitment Plan, Katrina Relph-Mueller Site staff continuously recruits to keep waiting list at 20%. This is to assure we have children ready if we need to fill a vacancy. The recruitment documentation begins January 2009 and ends December 2009. The information will be added to a remote site folder that will be monitored monthly by the Family Service Coordinator.		The PC approved the 2009 PHS Recruitment Plan and recommends it to the Governing Board as presented. Tracey, Signal Peak/Denise, JO Combs – Motion carried.
4e.	2009 EHS Recruitment Plan, Susan Fender Sites come up with their unique ways of recruiting. EHS has a healthy waiting list right now. Documentation is an ongoing document that begins January 2009 and ends December 2009. The information will be located in the Site Monitoring Notebook and monitored monthly by the EHS Field Specialist.		The PC approved the 2009 EHS Recruitment Plan and recommends it to the Governing Board as presented. . April, Miami/Denise, Globe – Motion carried.

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4f.	<p>2009 PGCCS ERSEA Plan, Susan Fender PHS and EHS priorities have been previously approved by the policy council and no changes are recommended this year. Both programs give highest priority to children with a documented disability up to the mandated 10%, children coming from another EHS program, and referrals from collaborating community partners. Families who receive TANF or child care subsidy, have adult receiving Supplemental Security for a disability, are homeless, or caring for a Foster Care child are categorically eligible for Head Start and are placed on the waiting list according to their income level. PHS prioritizes 4 year olds over 3 year olds, except Winkelman and Mammoth because their public schools have preschool programs available to all 4-year-old children. As an agency, we feel it is imperative for 4 year olds to have the preschool experience to prepare them for the transition into kindergarten. EHS prioritizes pregnant woman applicants highest and then rank the remaining applicants from youngest to oldest. Coordinator approval is needed for all Over Income applicants to assure proper tracking. Selection priority is done by the Child Plus computer system now. Upon the Full Committee recommendation, the Site Manager can adjust the priority points to incorporate Special Circumstances. Selection Committee members sign off on the computer generated confidential Waiting List to document the selection process.</p>	The PC approved the 2009 PGCCS ERSEA Plan and recommends it to the Governing Board as presented. April, Miami/Angel, Miami – Motion carried.
4g.	<p>2009 Community Assessment Update - Susan Fender This is an update year for the community assessment. In accordance to the Head Start Act we have included information for new data points. Community Assessment reviewed. Data collected for each site, county and state. We use this information to make decisions on the program planning. CA is also used to request expansion when funds become available. We specifically look at communities that we do not currently serve such as Oracle, Picacho, Red Rock, San Manuel, and Santan. We share information in the CA with case workers so they can be more aware of critical issues that families may be dealing with. The indicators identify influential factors and the implications identify steps that might be taken to influence change.</p>	The PC approved the 2009 Community Assessment and recommends it to the Governing Board as presented. Angel, Miami/April, Miami – Motion carried.
5. Discussion & Monitoring Items – Claudine Sabel Reviewed all Monitoring items		
5a.	December 2008 CEO Report	N/A
5b.	November & December 2008 Child Injury Report	N/A
5c.	December 2008 Average Daily Attendance (ADA)	N/A
5d.	December 2008 Child Meal Count	N/A
5e.	11/21/08 OHS Letter	N/A
5f.	Teacher & Teacher Assistant Education Report Update	N/A
5g.	12/22/08 Risk Management Meeting Results Letter	N/A
5h.	Advisory Committee Minutes: BH & HAC 11/18/08	N/A
5i.	NHSA Staff Membership	N/A
5j.	Board of Director Minutes 11/18/08	N/A
5.	Adjournment	The PC approved the motion to adjournment called at 8:15pm Angel, Miami/Tracey, Signal Peak – Motion carried.
	Next PC Meeting: February 24, 2009, Dr. Ulmer Conference Center. Executive Session may be held in accordance with PC Bylaws.	

 Secretary Signature

____/____/____
 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.