

MEETING MINUTES
SIUC HEAD START GOVERNANCE

January 9, 2019

Members Present	Members Absent/Excused	Staff Present	Staff Absent	Guests Present
Ryan Hall		Lea Maue		
Carol Greenlee				
Michelle Pritchard				
Stacy Thompson				
Casheena Stephens				

A specially called meeting of the SIU Carbondale Head Start Governance Board was called to order at 12:25 p.m. by Chair, M. Pritchard. Roll call was conducted, and a quorum was present.

Meeting Minutes

No meeting minutes were reviewed, as this was a special meeting.

Old Business

- None

New Business

- Monitoring Follow Up
 - Desktop review was conducted on November 28, 2018
 - Received notice on January 4, 2019 that program was in compliance and case closed
- Policies for Review and Approval

E. FAMILY AND COMMUNITY PARTNERSHIPS

I. Parent Engagement

- On a motion by S. Thompson, seconded by C. Greenlee, policy E.I(a), Approach to Family Engagement, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.I(b), Parent Activities, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.I(c), Parent Curriculum, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.I(d), Family Partnership Process, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.I(e), Communication, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.I(f), Family Assessment, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.I(g), Family Partnership Agreement, was approved. All were in favor, none opposed.

II. Advocacy and Referral

- On a motion by S. Thompson, seconded by C. Stephens, policy E.II(a), Community Resource Guide, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy E.II(b), Parent Resources, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy E.II(c), FCSW Follow UP, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy E.II(d), Advocacy for Families, was approved. All were in favor, none opposed.

- On a motion by S. Thompson, seconded by C. Stephens, policy E.II(e), Existing Plans, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy E.II(f), Teacher/FCSW Consultations, was approved. All were in favor, none opposed.

III. Community Engagement and Coordination

- On a motion by S. Thompson, seconded by C. Greenlee, policy E.III(a), Community Partnerships, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.III(b), Community Partnership Agreements, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.III(c), Disabilities Interagency Agreements, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.III(d), Coordination-MOU, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.III(e), Coordination-QRIS, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.III(f), Data Systems, was approved. All were in favor, none opposed.

IV. Parent Education

- On a motion by S. Thompson, seconded by C. Greenlee, policy E.IV(a), Health and Safety Practices, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.IV(b), Child's Nutritional Status, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.IV(c), Child Mental health and Socio-Emotional Well-Being, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.IV(d), Vehicle and Pedestrian Safety, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy E.IV(e), Navigating Health Systems, was approved. All were in favor, none opposed.

F. FACILITIES AND FISCAL

I. Facilities

- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(a), Purchasing , Constructing, and Renovating Facilities, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(b), Multi-Purpose Use, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(c), Federal Interest, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(d), Copies of Documents, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(e), Records Retention, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(f), Indoor and Outdoor Space Requirements, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy F.I(g), Accessibility, was approved. All were in favor, none opposed.

- On a motion by S. Thompson, seconded by C. Greenlee, policy F.I(h), Interior and Exterior Paint, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy F.I(i), learning Environment/Facility Space, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy F.I(j), Playground Design, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy F.I(k), Radon Testing, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Greenlee, policy F.I(l), Safety, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(m), Toilets and Hand Washing Sinks, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(n), Flammable and Other Dangerous Materials, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(o), Fire Extinguishers/ Smoke and Carbon Monoxide Detectors, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(p), Exits and Evacuation Routes, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(q), Electrical Outlets, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(r), Water Sources, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.I(s), Pests, was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson, policy F.I(t), Toxins, was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson, policy F.I(u), Lighting, was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson, policy F.I(v), Firearms, was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson, policy F.I(w), Toileting and Diapering Areas, was approved. All were in favor, none opposed.
- On a motion by R. Hall, seconded by S. Thompson, policy F.I(x), Preventative Maintenance, was approved. All were in favor, none opposed.

II. Financial

- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(a), Employee Travel Reimbursement, was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(b), Family Co-Payment, was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(c), Budgeting Funds for Disabilities, was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(d), Expense Reimbursement, was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(e), Vendor Payment, was approved. All were in favor, none opposed.

- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(f), Indirect Costs, was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(g), Employee Compensation, was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(h), OHS Financial Assistance, was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(i), Records Retention, was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(j), Fund Raising, was approved. All were in favor, none opposed.
- On a motion by C. Greenlee, seconded by S. Thompson, policy F.II(k), Insurance and Bonding, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.II(l), Non-Federal Match, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.II(m), Cost Comparison, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.II(n), Federal Interest, was approved. All were in favor, none opposed.
- On a motion by S. Thompson, seconded by C. Stephens, policy F.II(o), Procurement Procedures, was approved. All were in favor, none opposed.

Announcements

Next Meeting Date

The next regularly scheduled Governance Board meeting will be March 20, 2019

Adjourn

On a motion by S. Thompson, seconded by R. Hall, the meeting was adjourned at 1:34 p.m.

Respectfully submitted by _____
Stacy Thompson, Board Secretary