



**Head Start Governance Board
Meeting Minutes
June 17, 2020
3 P.M.**

- I. **CALL TO ORDER**
Meeting called to order via zoom at 3:02 by Board Chair, Michelle Pritchard
- II. **ROLL CALL**
All present: Pritchard, Greenlee, Hall, Stephens, Thompson and Maue
- III. **MEETING MINUTES**
The March 18, 2020 minutes were reviewed. C. Greenlee moved to accept the minutes, R. Hall seconded the motion. Motion carried.
- IV. **OLD BUSINESS**
 1. Competitive Grant Application: No update on competitive grant application to date.
 2. Property Purchase. Home adjacent to Carbondale Center property is going to July Board of Trustees for purchase using overhead funds.
- V. **NEW BUSINESS**
 1. Budget: L. Maue reviewed the FY 19-20 budget and discussed close out projections. The program will spend all of its allocated federal funds. Any additional charges will be moved to overhead.
 2. Non-Federal Share Waiver: L. Maue presented a waiver for a 4% reduction in non-federal share. The shortfall of \$187,212 was due to the COVID-10-related closure. A roll call vote was taken with all members voting to approve the waiver.
 3. Disabilities Waiver. L. Maue presented a disabilities waiver for review and approval. C. Greenlee moved to approve the waiver, C. Stephens seconded the motion. Motion carried.
 4. Re-Opening Plan. The DCFS Re-Opening plan was reviewed. S. Thompson moved to approve the plan, C. Greenlee seconded the motion. Motion carried.
 5. Personnel Policies. The Board normally reviews and approves the program's personnel policies and procedures at the June meeting. Due to other priorities in opening the program in July, L. Maue will send out the document via email and a special board meeting will be held in the beginning of July to approve.
- VI. **NEXT QUARTERLY MEETING**
September 16, 2020
- VII. **ADJOURNMENT**
Motion made by R. Hall, seconded by C. Stephens to adjourn the meeting at 4:05 pm., motion carried.

Submitted by Stacy Thompson, Board Secretary

Date