In absence of the chairperson, J. Vinyard, L. Maue, called the November Policy Council meeting to order on both in-person and via zoom at 6:08 pm.

D. Burke, Secretary, conducted roll call and found there was a quorum. A quorum as defined by the by-laws is: at least one-third of members present; a minimum of 50% of attending members are parents; and at least one parent from each county is present.

**Meeting Minutes:**
The minutes of the regular October 18, 2021 meeting were reviewed.
- J. White moved to approve the minutes, C. Stanley 2nd. Motion passed.

**Monitoring:**
I. Monitoring Report and Budget
   A. Monitoring Report
      i. Enrollment. 222 of 337 slots are filled as of 9/30/21. The under-enrollment is due to staffing issues.
      ii. More family engagement is needed in classrooms.
      iii. 15 children with documented disabilities are enrolled and four referrals are in process. This is 8.5% of the 10% required by Head Start.
   B. Budget
      i. L. Maue provided an update on Basic, T/TA, ARP, and the Consolidated Appropriations Act Funding.
Policy Council Meeting Minutes

ii. Basic is 21% spent
iii. T/TA has spent very little to date (<1%) due to COVID restrictions
iv. Both ARP and Consolidated Appropriations accounts have a hefty balance. The program has until March 31, 2023 to spend these funds. A significant portion of the ARP funds will be used to install windows at the Carbondale and Marion facilities.
v. Approximately 20% of the non-federal share has been generated.

C. University Credit Card
   i. The p-card statement for October was reviewed.
   ii. Most charges were related to office and classroom supplies.

   – L. Longueville moved to approve the minutes, S. Clark 2nd. Motion passed.

Old Business:

I. Policy Council Committees
   A. L. Maue asked individuals to sign up for committees.
   B. The group will discuss and pass around the sign up sheet at the next meeting.

II. Classroom Closures
   A. L. Maue reported that the blue room at the Carbondale center has transitioned to remote learning from November 1 through November 29 due to staff resignations and medical leaves.
   B. Additional staff are considering resigning due to burn out.

New Business:

I. Program Option Change
   A. The group discussed a possible program option change after the holiday break that will allow additional training and planning time for child development staff
   B. Two options were discussed
      iii. Shortening child attendance to 3 pm
      iv. Child attendance from Monday through Thursday with Friday as an established training and planning day
   C. L. Maue will send a survey to parents and staff to see what is feasible.

II. Annual Report
   A. L. Maue presented the annual report and provided highlights of the document
   B. This report has been sent to all stakeholders and is posted on the program’s website

III. Staff Incident
   A. DCFS is investigating a report of child abuse by a Murphysboro staff member against a child in this person’s care.
   B. This is ongoing and should be concluded soon.
   C. Results will be shared with the Policy Council as soon as they are received.
IV. Hires and Dismissals

The following were presented to the council for hire pending University approval:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Dimikereon</td>
<td>Bus Monitor</td>
<td>CD</td>
</tr>
<tr>
<td>Robinson, Sharon</td>
<td>Bus Monitor</td>
<td>CD</td>
</tr>
<tr>
<td>Rowe, Katrina</td>
<td>Bus Monitor</td>
<td>JL</td>
</tr>
</tbody>
</table>

L. Longueville moved to approve the hires, J. White 2nd. Motion passed.

Training:

I. L. Duckworth presented health requirement training including information pertaining to:
   A. Physical Exams
   B. TB Tests
   C. Immunizations
   D. Blood Lead
   E. Hemoglobin
   F. 90-Day Dental

Announcements

I. The next Policy Council meeting will be held on December 20, 2021.

On a motion by B. Coryell, J. White 2nd the meeting was adjourned at 7:18 pm.

Respectfully Submitted by _______________________________.

Danielle Burke, Secretary