

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
February 20, 2023**

<b>Members Present</b>	<b>In-Person/ virtually</b>	<b>Members Absent</b>	<b>Staff Present</b>
Sonya Clark (Community Representative, Jackson County)	Virtually	Cereena Fleener	Lea Maue, Executive Director
Natasha Clarry (Parent Representative, Jackson County)	Virtually	Leslie Gibson	
Leslie Gibson (Parent Representative, Jackson County)	In-Person	Lolita Mack	
Shariece Hastings (Parent Representative, Jackson County)	Virtually	Alexis Rodriguez	
Cathy Phoenix (Parent Representative, Jackson County)	In-Person		
Jamey White (Parent Representative, Williamson County)	In-Person		
Trekila Whitfield (Parent Representative, Jackson County)	Virtually		

**Call to Order:**

J. White, Policy Council Chair, called the meeting to order at 6:08 pm. All members present will be voting.

The Secretary, Cathy Phoenix, conducted a 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 January 23, 2023 meeting were reviewed.

- **S. Clark moved to approve the January meeting minutes, C. Phoenix 2<sup>nd</sup>. Minutes were approved.**

**Monitoring:**

- I. Monitoring Report
  - A. 254 of 337 enrollment slots were filled as of 1/31/22 (75%).
  - B. The program continues to be under enrolled due to staff shortages.
  - C. There are 119 children (94 income eligible) on the wait list that cannot be placed due to staff shortages. Four classrooms remain unopen due to the program's struggle to hire teachers.

- D. Average daily attendance ranged from 78.25% to 85.07%.
- E. The primary reason for absence was unknown. This means that the parent did not respond to contacts to let center know why child was out. We are working on decreasing that number.
- F. Children needing treatment are not able to receive due to a shortage of providers. The program will continue its relationship with Dr. Cripps to provide dental care to children for those most in need.
- G. Parent participation continues to be low. One reason is the vaccination requirement.
- H. The group discussed helping parents to support parents in working with their child at home. Some may not have the skills.
- I. All drills and checklists were conducted.
- J. Checklists related to the recent area of non-compliance and deficiency show that the program is monitoring its correction action plan.
- K. 30 enrolled children have a current Individualized Education Plan, or IEP. There are 13 referrals in process. The program is on track to exceed the 10% requirement, despite not being fully enrolled.
- L. 34 hours in mental health hours were provided in January.

## II. Budget

- A. The program spent \$1,823,548.05 year to date of its operations budget, or 47%.
- B. T/TA is spent out.
- C. It appears that CARES and ARP will not be spent by end of the budget period – 3/31/23. L. Maue is going to submit a low-cost extension to spend the funds on naturescape playground equipment.
- D. 52% of the program's in-kind requirement has been met. It's unclear if the program will need to submit a Non-Federal share waiver. April projections should provide a clearer picture.

## III. University Credit Card (p-card)

- A. L. Maue presented the January p-card charges totaling \$ 8,850.84
- B. Charges were related to the purchase of food for meetings, photo, food for centers, travel expenses, dental exams, and office supplies.
  - **N. Clarry moved to approve the January p-card charges, S. Clark 2<sup>nd</sup>. P-Card charges approved.**

## Old Business:

- I. Area of Non-Compliance Corrective Action
  - A. Compliance date was September 15, 2022
  - B. The Executive Director has not heard anything from the Office Head Start.

- II. Deficiency Corrective Action
  - A. L. Maue received notification that the finding has been closed.
  - B. The program will continue to monitor the measures put in place to correct the finding, ensuring that all children are safe when at Head Start.
  
- III. Purchase of 1904 N. Illinois
  - A. The closing date for the purchase will be February 21, 2022.
  - B. For the time being, unrestricted funds will be used until (and if) approved by Head Start.
  - C. The plan is to demolish the property before June 30, 2023.

**New Business:**

- I. Change in Scope
  - A. L. Maue discussed the plan to submit a request to convert slots to EHS after July 1, 2023.
  - B. An assessment of the program’s capability to absorb the costs will occur.
  - C. Members expressed a need for the birth to three services in the area.
  - D. This matter will come before the Policy Council for approval before any submission is made.
- II. Continuation Grant Budget
  - A. L. Maue reviewed the 2023-24 proposed continuation grant budget.
  - B. This is for year four of the program’s five-year project period.
  - C. No significant changes from the prior fiscal year.
- III. Proposed 23-24 Program Goals and Objectives
  - A. L. Maue presented the revised goals and objectives for 23-24.
  - B. Changes were made based on self-assessment and ongoing monitoring data.
  - C. Goals will not change, but 15 new objectives are being added and four have been deleted because they have been completed or not applicable to the program’s work in the upcoming year.
- IV. Hires and Dismissals

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

NAME	POSITION	CENTER
Turner, Hannah	Child Development Associate	Carbondale

– **N. Clarry moved to approve the February hires, S. Hastings 2<sup>nd</sup>. Motion passed.**

**Training**

Staff Recruitment and Hiring Training has been tabled.

**Announcements**

- The next meeting will be on March 20, 2023 at 6 pm.
- The meeting should be longer than usual due to the number of items that must be approved in March, including the continuation grant application.
  
- **On a motion by C. Phoenix, N. Clarry 2<sup>nd</sup> the meeting was adjourned at 7:27 pm.**

Respectfully Submitted by \_\_\_\_\_  
Cathy Phoenix, Policy Council Secretary