

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
March 15, 2021**

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff Present</b>	<b>Guests Present</b>
Katie Day	Heather Baum	Lea Maue	
Danielle Jack James	Karen Carbajal		
Lori Longueville	Jessica Hernandez		
Jasmine Vinyard	Taylor Morris		
Cheryl Walton	Brenda Rombaut		
Jamey White (A)			

J. Vinyard, Chairperson, called the March Policy Council meeting to order on March 15, 2021 at 6:02 pm via zoom. In the absence of the secretary, Dr. Maue conducted roll call and found there was a quorum.

**Meeting Minutes:**

The minutes of the regular February 15, 2021 meeting were reviewed.

- ***J. Vinyard moved to approve the minutes, D. Jack-James 2<sup>nd</sup>. Motion passed.***

**Monitoring**

I. Monthly Monitoring Report

- A. 220 of 337 funded slots enrolled at end of February. Attendance was poor at all centers due to the remote learning days and closures due to inclement weather. A large percentage of absences are classified as "Unknown," and this is due to the difficulty in receiving responses from remote families.
- B. Food subsidy continues to run at a deficit due to enrollment.
- C. There are 85 families on waiting list, 54 of which are income eligible. All of these families are interested in center-based option.
- D. 2 in-person and 5 remote children have exceeded the 90-day deadline for dental exams. Family service staff are working with the families to connect them to services.
- E. The follow up family needs assessments are in progress.
- F. All emergency drills and health and safety checklists were conducted per program protocol.
- G. 22 children with a documented disability are enrolled.
- H. 16.75 hours of mental health consulting were reporting in February. That number is lower than usual due to inclement weather closures and transition to remote learning for all children at this time.
- I. The Corrective Action Plan in CD-10 has been resolved and closed.

II. FY 20-21 Budget

Dr. Maue reviewed the status and expenditures of the current budget.

- A. The Basic grant is 55.48% spent. With a current balance of \$1,707,514, there will more than likely be funding for a summer bridge. The decision to move

forward with summer programming will be made after project projections and notice of second round of CARES Act funding.

- B. Training and Technical Assistance (T/TA) is 69.02% spent and it should be spent out by the end of April.
- C. Start up funds are 20.78% spent, and a number of projects are in the process of being completed.
- D. The food subsidy account is significantly overspent (-70,647) due to reduced ratios impacting reimbursements. The negative balance will be transferred from the basic account at the end of the year.

### III. P-Card Charges

University credit card charges for both basic and COVID funds were reviewed for February 2021.

- ***J. White moved to approve the February p-card charges, L. Longueville 2<sup>nd</sup>. Motion passed.***

### Old Business:

None

### New Business:

#### I. 2021-2022 Baseline Grant Application

- A. Dr. Maue presented the 2021-22 grant application for review. The budget, goals, and program options were reviewed at previous meetings.
- B. One class at John A. Logan will be a double-session instead of a full-day, and one class at Marion will be full-day instead of double-session.
- C. No other significant changes from the current program year are planned.
- ***K. Day moved to approve the 2021-22 Continuation Grant Application, D. Jack-James 2<sup>nd</sup> – Motion passed. All in favor, none opposed. Motion passed.***

#### II. 2021-22 COLA Application

- A. The program will receive a 1.22% cost of living allowance in the upcoming program year.
- B. Of the \$46,791, \$37,694 will be used for salaries and fringe benefits associated with a 1.22% permanent increase to base salaries. The remainder will fund higher operating costs.
- ***J. White moved to approve the COLA application, D. Jack-James 2<sup>nd</sup>. All in favor, none opposed. Motion passed.***

#### III. Self-Assessment

- A. The results of the 2020-2021 Self-Assessment were reviewed.
- B. Conclusions were related to class size, staff morale, community partnerships, and opportunities for remote learning.
- C. Once the Self-Assessment is approved by both the Policy Council and Governing Board, it will be posted on the program's website.

- ***L. Longueville moved to approve the 2020-21 Self-Assessment, D. Jack-James 2<sup>nd</sup>. Motion passed.***

IV. Selection Criteria

- A. Selection Criteria training was provided by Dr. Maue.
- B. The 2021-22 Selection Criteria was presented for review.
- ***J. White moved to approve the 2021-22 Selection Criteria, C. Walton 2<sup>nd</sup>. Motion passed.***

V. Hires and Dismissals

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

<b>NAME</b>	<b>POSITION</b>	<b>CENTER</b>
Kathryn Barbour	Child Care Assistant	MB
Kamaria Harmon	Bus Monitor	CD
Keyannah Wolf	Bus Monitor	CD

- ***K. Day moved to approve the hires, D. Jack-James 2<sup>nd</sup>. Motion passed.***

**Announcements**

- I. The next meeting date is April 19, 2021 at 6 pm.
- ***On a motion by C. Walton, J. White 2<sup>nd</sup> the meeting was adjourned at 6:52 pm.***

Respectfully Submitted by \_\_\_\_\_.  
Jasmine Vinyard, Policy Council Chair