Call to Order:

J. White, Policy Council Chair, called the meeting to order at 6:15 pm. All members present will be voting. C. Fleener will be voting for A. Rodriguez and T. Walker will be voting for N. Clarry.

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 March 20, 2023 meeting were reviewed.

- **S. Clark moved to approve the March meeting minutes, S. Hastings 2nd. Minutes were approved.**

Monitoring:

I. Monitoring Report

A. 255 of 337 enrollment slots were filled as of 2/28/23 (76%).
B. 14 slots could be filled in the classrooms that are open but because there are 15 days left in the school year, families are opting not to start children. A benefit of starting now would be a rollover spot for next year.
C. 179 children meet the definition of a chronic absentee. This remains a problem.
D. Average daily attendance was near or above the 85% benchmark at all centers. The unknown reason for absence decreased. Unknown is used when the parents cannot be contacted after repeated attempts.

E. At 19,688.52 in March, CACFP funding is starting to increase since COVID. It still is well below pre-COVID levels of 29,392. CACFP funding will increase when the program is fully enrolled and children attend regularly.

F. Two families have exceed the 90-day dental exam requirement. Both families rescheduled the appointment outside of the 90-day requirement. We are working with following up with the families.

G. Parent participation continues to be low. The immunization requirement has been vacated by a federal judge. Please encourage parents to volunteer in centers.

H. A few parent orientations have not been conducted due to unresponsiveness from parents. Next year, the child cannot start until the parent orientation is complete.

I. Compliant on all checklists related to area of noncompliance and deficiency.

J. 32 enrolled children have a current Individualized Education Plan, or IEP. There are 8 referrals in process. The program is on track to exceed the 10% requirement, despite not being fully enrolled. This helps in meeting the required benchmark, but teachers are struggling with significant child needs in the classroom.

K. 22.25 hours in mental health hours were provided in March, with 20 children receiving services.

L. The program is monitoring a QUIP in section 23 related to managing challenging behavior.

M. Two reports of child abuse and neglect were made in March, both involving household members.

II. Budget

A. The program spent $2,496,024 year to date of its operations budget, or 64%. Projections show that about $300,000 will be underspent due to year-long staff shortages. Most of this balance will be used to fund roof replacements at the Carbondale and administrative buildings.

B. T/TA shows a balance of $3,756, but these funds have been committed.

C. A low-cost extension has been submitted to use $25,248 in ARP funding to install fencing in the 1904 N. Illinois area.

D. 70% of the program’s in-kind requirement has been met. L. Maue is confident that the program will meet the requirement, despite being under enrolled by 82 children.
III. University Credit Card (p-card)
   A. L. Maue presented the March p-card charges totaling $76,164.64.
   B. Not all charges were made in March, this is when they were reconciled.
   C. Charges were related to the purchase of food for centers and meetings, office
      and classroom supplies, staff wellness materials, and trash services.
      - C. Phoenix moved to approve the March p-card charges, S. Hastings 2nd.
      - P-Card charges approved.

Old Business:

I. Area of Non-Compliance Corrective Action
   A. The program received notification that the matter was cleared on March 31,
      2023.
   B. We will continue to monitor that the corrective action measures are in place.

II. 1303 Application
   A. L. Maue spoke with the program’s fiscal and program specialists on April 14,
      2023.
   B. The 1303 application is going to be withdrawn.
   C. The home purchase will stay on unrestricted funds. The demolition and other
      costs associated with the project will proceed with operations funds.

III. EHS Conversion
   A. L. Maue is working on the possible EHS conversion budget, which should be
      complete in June.
   B. If it is determined that it's possible, conversion and enrollment reduction
      applications will be submitted in July. This will require Policy Council and board
      approval.

New Business:

I. Federal Emergency Declaration
   A. L. Maue reported that the federal emergency declaration was slated to end on
      May 11, 2023, but has ended early.
   B. This declaration provided some fiscal flexibility, such as movement of funds,
      purchase approvals, and waiving in-kind requirements.

II. Information Memoranda
   A. Head Start issues guidance to programs through IM, which are shared with
      Policy Council and Governing Board.
   B. The March 28, 2023 IM provided direction in addressing lead in water.
   C. Licensed centers in Illinois were required to test for lead and mitigate as
      necessary in 2019, so this work has been done.
   D. This will be part of monitoring.
III. 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>Amezquita, Alicia</td>
<td>Bus Monitor</td>
<td>Carbondale</td>
</tr>
<tr>
<td>Celestine, Sharon</td>
<td>Child Care Assistant</td>
<td>Carbondale</td>
</tr>
<tr>
<td>Smith, Shamani</td>
<td>Child Care Assistant</td>
<td>Logan</td>
</tr>
</tbody>
</table>

- **S. Clark moved to approve the April hires, C. Phoenix 2nd. Motion passed.**

**Announcements**
- The next meeting will be on May 15, 2023 at 6 pm.
- All Policy Council members are invited to attend the recognition breakfast and awards on May 5, 2023 at the Carterville Community Center. Breakfast starts at 8 am.

**Training**
- Abigail Moberly, Child Development Coordinator, prepared the spring and winter outcomes.
- She was in training in Springfield, so L. Maue delivered information.
- The training reviewed progress on school readiness goals and TS Gold Checkpoints.

- **On a motion by S. Clark, T. Walker 2nd the meeting was adjourned at 7:00 pm.**

Respectfully Submitted by ______________________________

Cathy Phoenix, Policy Council Secretary