

**SIU CARBONDALE HEAD START  
POLICY COUNCIL  
MEETING MINUTES  
May 17, 2021**

Members Present	Members Absent	Staff Present
Danielle Jack-James (Parent, Jackson County)	Danielle Burke	Lea Maue
Jasmine Vinyard (Parent, Jackson County)	Brittanie Coryell	Laura Lindsey
Cody Stanley (Parent, Williamson County)	Katie Day	
Jamey White (Parent, Williamson County)	Heather Baum	
Lori Longueville (Community Rep)	Karen Carbajal	
Cheryl Walton (Community Rep)		

In the absence at the start of the meeting of the Chairperson, L. Maue called the May Policy Council meeting to order on May 17, 2021 at 6:10 pm via zoom. The chairperson, Jasmine Vinyard, arrived to the meeting shortly after the meeting was called to order.

In the absence of the secretary, Dr. Maue 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 April 19, 2021 meeting were reviewed.

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

**Monitoring**

- I. Monthly Monitoring Report
  - A. 212 of 337 funded slots enrolled at end of April. 70 currently enrolled children are accepted for the summer program at the Murphysboro and John A. Logan centers.
  - B. ADA was lower than anticipated, especially in the Carbondale sections. This was mainly due to bussing issues.
  - C. There are 87 families on waiting list, 56 of which are income eligible. Children on the waiting list who are not eligible for kindergarten have been offered a slot in the upcoming program year.
  - D. There are three in-person and three remote children who have exceeded the 90-day deadline for dental. The Community Workers are working closely with these families, but one provider no longer accepts Medicare and SIU Dental Hygiene cannot see patients right now.
  - E. All emergency drills and health and safety checklists were conducted per program protocol with no areas of concern.
  - F. 25 children with a documented disability are enrolled.

G. 17.75 hours of mental health consulting were reported in April.

II. FY 20-21 Budget

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

- A. The Basic grant is 72.82% spent as of April 30, 2021. The Personnel and Fringe budget lines hold much of the remaining available grant funds. This is due to unfilled positions throughout the current program year. Approximately \$130,000 in personnel and fringe is projected for the June summer program.
- B. Training and Technical Assistance (T/TA) is 84.74% has posted to the grant account. Projections indicate T/TA will be slightly overspent with excess charges being transferred to Basic.
- C. Start up funds are 57.67% spent, and a number of projects are in the process of being completed.
- D. The food subsidy account is significantly overspent (-105,321) due to reduced ratios impacting reimbursements. The negative balance will be transferred from the basic account at the end of the year.

– ***J. White moved to approve the April budget report, C. Walton 2<sup>nd</sup>. Motion passed.***

III. P-Card Charges

University credit card charges were reviewed for April 2021.

– ***C. Walton moved to approve the April p-card charges, C. Stanley 2<sup>nd</sup>. Motion passed.***

**Old Business:**

None

**New Business:**

I. Non-Federal Share Waiver

- A. Dr. Maue presented the FY 20-21 Non-Federal Share waiver for review.
- B. Due to COVID-related restrictions in place to protect children and staff, no volunteers were permitted in centers.
- C. This dramatically reduced the number of volunteer hours that could be claimed for in-kind.
- D. Using projections through June 30, 2021, it appears that the program will fall 4.7%, or \$213,526, of the 20% requirement.

– ***L. Longueville moved to approve the 2020-21 Non-Federal Share Waiver, C. Stanley 2<sup>nd</sup>. Motion passed.***

II. Personnel Policies

- A. At the June meeting, the Personnel Policies for the upcoming program year will be reviewed, revised, and approved.
- B. Dr. Maue will send the policies out for review via email two weeks prior to the June meeting.

- C. L. Maue will send the dates out to the Policy Council, and they will also be included in the May Family Connections Newsletter.

III. Meetings

- A. Dr. Maue suggested the possibility of returning to hybrid, in-person and virtual monthly meetings starting in June.
- B. After brief discussion, it was decided that PC members can participate in their preferred way for the June meeting.

IV. Hires and Dismissals

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

APPLICANT NAME	POSITION	CENTER
LaTasha Flenard	Child Care Assistant	JL
Caitlin McKay	Teacher	JL
Kimberly Wiedemer	Lead Teacher	MB
Kendra Crews	Lead Teacher	CD
Kim Chamness	Lead Teacher	JL

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

**Training:**

None

**Announcements**

- I. The next meeting date is June 21, 2021 at 6 pm.
- ***On a motion by C. Walton, D. Jack-James 2<sup>nd</sup> the meeting was adjourned at 6:58 pm.***

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