

SIU Carbondale Head Start
Specially Called Governing Board
November 20, 2023

I. CALL TO ORDER

Board Chair, C. Greenlee, called the meeting 1:32 pm.

II. ROLL CALL

C. Greenlee conducted roll call and found there to be a quorum with board members Casheena Stephens, Carol Greenlee, Ryan Hall, Christopher Swims, and Stacy Thompson present. Executive Director Lea Maue was also in attendance.

III. MEETING MINUTES

No meeting minutes were reviewed.

IV. EXECUTIVE DIRECTOR REPORT

No report was reviewed at this meeting.

VI. OLD BUSINESS

None to report

VII. NEW BUSINESS

1. Child Incident

- A. A child incident at one of the Head Start centers was discussed with the board members.
- B. Details were given on what occurred and what steps were taken in the center immediately following the incident.
- C. Information was shared regarding the parents' reactions and steps taken to ensure them of their child's safety while at the center.

2. Corrective Action Plan

- A. Due to the child incident, the program developed a corrective action plan to ensure that a similar recurrence will not take place.
 - B. Leadership conducted a root cause analysis to determine the underlying systemic causes of the incident.
 - C. These root causes were the basis of the corrective action plan.
 - D. Corrective action includes policy and procedure review and revision, training on the revisions, and monitoring of the implementation.
 - E. A training day has been added on January 3, 2024 to train all staff and regular volunteers.
 - F. A RAN review was conducted on November 3, 2023, and it is anticipated that the results will come in the next few weeks.
 - G. The corrective action plan will be implemented prior to receiving the results.
 - H. During the discussion of the Corrective Action Plan board members were given the opportunity to ask questions or comment on the plan.
- **On a motion by S. Thompson, seconded by C. Swims, the Corrective Action Plan was approved.**

3. By-Law Revision

- A. Revisions to the Governance Board By-Laws were proposed and discussed at an earlier meeting.
- B. The proposal would increase membership to 6 members, one of which would be a non-voting member who functions as legal council for the board. Discussion was held on the wording of the proposed changes.
 - **On a motion by S. Thompson, second by C. Stephens a vote was taken and the By-Laws revisions were approved.**

4. Carryover Request

- A. The program has asked for approval to carry over \$127,300 from the FY22 construction line to the FY23 construction line.
- B. This money was intended to purchase property adjacent to one of the program's centers but due to unforeseen circumstances, this purchase could not proceed using federal funds.
 - **On a motion by S. Thompson, second by C. Stephens, a vote was taken and the moving of the funds was approved.**

VIII. ANNOUNCEMENTS

The next meeting date will be December 20, 2023.

VIII. ADJOURNMENT

R. Hall moved to adjourn at 2:04 pm, C. Swims seconded. Meeting was adjourned.

Carol Greenlee, Governing Board Chair