**Klamath Family Head Start Grantee Board**

**Thursday, April 21st, 2022**

**1940 South Sixth Street**

**5:00 P.M.**

**Grantee Board Members Present:** Brenda Jensen, Vickie High, Brad Aspell,

Princess Osita-Oleribe, Tara Holmes, Dena Haudenshild

**Staff Present:** Benjamin Butler, Sylvia Cox, Jessica McAuliffe, Jordan Hosack, Mollie Miller, Jennifer Singleton, Jennifer Fox, Melinda Gomez, Reejen Cooper, Stephanie Potter, Stephanie Appel, Jennifer Brancacio, LeeAnne Tidwell

**Brenda Jensen called the meeting to order at 5:21 pm.**

**Item #3**

**Additions to/Acceptance of Agenda:** Non-Action Agenda will be moved to take place after the fiscal report. Director’s Report will follow.

**Consent Agenda**

**Item #4**

**Approval of Minutes from March:**  No changes to be made to minutes. Brad moved to accept March minutes, Tara seconded motion. March minutes passed.

**Item #5**

**Fiscal Report:** Gary Lueker explained that the Federal funds go from September 1 to August 31. We should be at 58% spent, we are currently at 55% spent. State funds go from July 1 to June 30. We should be at 70% spent, we are 64% spent. Preschool Promise is strictly state funded, and they are 74% spent. Head Starts USDA-CACFP reimbursement projection is 170,000.00, we have received 94% of that year to date. CACFP over by $50,000, will move money over from State side. All COVID dollars are spent. Brad moved to accept the financial report, Vicki seconded, motion carried.

**Non-Action Agenda:**

**ERSEA** – There have been a lot of applications turned in for the upcoming year. Reviewed ERSEA report. Currently collecting schedule and transportation preferences.

The Office of Head Start has announced that, effective immediately, families who receive SNAP (food stamp) benefits will be eligible for Head Start services under the Public Assistance category. This is amazing news! Many families who were previously not eligible due to being over-income will now be eligible. We expect to be fully enrolled at the beginning of the next school year.

**Disabilities** – Head Start has 6 referrals and 48 IFSP’s which puts us at 14.6% of our Head Start slots. Early Head Start has 3 Referrals and 6 IFSP’s.

**Education** – See Education Report. We are doing well compared to other Head Start programs.

**Health/Nutrition** – Getting the last of the visual and dental screenings done. Got 2 refrigerators for outlying buildings. Reimbursement amount was $29,443.22.

**EHS** – Melinda went to the Bonanza school and started conversations about using one of their buildings for EHS. They have one building in the elementary school that would be perfect, it has a yard and a bathroom. $80,000 of the EHS expansion monies have been spent on supplies for the 4 classrooms.

EHS expansion at Town & Country will take place on the backside towards the bank where the gravel parking lot is. Head Start will purchase a store front, the State approved startup funds to be used for the store front.

**FACE** – Jen Fox shared that Main Site and Town & Country will host a Family Night that will take place on Monday, May 2nd from 4:30-6pm. Dinner will be provided, 4-H will be here with a petting zoo. Other guests will include the Children’s Museum, OSU Extension, Klamath Lake County Food Bank, Library, Tater Tots, Pacific Crest, Basin United and KCC.

**Lakeview** – Rotary Club donated 4 or 5 trees to the head start program and will have them planted in May. They are finishing up the last of their dental screenings for April.

**Mental Health** – Cornelea has been providing support at the Town & Country site with the children who need a little extra support.

**T&C** – They have been short staffed but are all working together well to cover all areas. Front desk and resource specialist are filling in where they can help. Staff are excited to be joining the next all staff meeting and to have Friday as a workday.

**Systems Administrator** – The alarm is up and running and all the bugs have been worked out. The control room has been organized and there is now room for 20 more systems that we need. New tablets have been ordered for the classrooms. The tablets that are currently being used are dying during the day. We’ve ordered new phones and will be switching the old ones out.

**Hiring Report** – There are several in the process, but none have started since the last Board Meeting. There are some taking a long time to process background checks. Interviews are taking place for Lakeview Aide positions. Will be starting to hire for the upcoming school year next week.

**Credit Card Purchases** – Gary added that anyone who wants to review the credit card purchases are welcome to, he has the statements available in his office. Tara does come in monthly to do a review and sign off on them.

**Public Comment Period**: none

**Action Agenda**

**Item #1**

**Approval for 2.28% COLA:**

Asked for approval for the 2.28% COLA from Federal side. Princess motioned to approve the COLA increase, Vicki seconded, and the motion passed.

**Item #2**

**Approval for 7% Retirement Contribution:**

Asked for approval for the 7% retirement contribution of wages to be put in accounts on August 31st, 2022. Dean motioned to approve the 7% contribution, Vicki seconded, and the motion passed.

**Item #3**

**Staff Retention Incentive:**

In December we were able to approve a $200 retention incentive to staff. We have enough money left to give staff a $500 retention incentive for Spring. If staff have been here for 90 days, they will get the $500, any staff who has not reached their 90 days will receive $250. The other money that hasn’t been spent yet is being used on our new landscaping, we are working on getting a quote for painting the front of the building, and possibly a new office in the front. Vicki moved to approve the retention incentive, Tara seconded, and the motion passed.

**Item #4**

**Proposal to move time/date of Board meetings:**

For all managers to have time to talk we would like to start the Board meetings earlier by getting dinner plates at 4:30PM and start talking right at 5:00PM. Scheduled dates work for everyone. Brad motioned to approve the new time, Dena seconded, and the motion passed.

**Adjourned** 6:07 pm

Name: \_\_\_Brenda Jensen, Board Chair\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_