**Klamath Family Head Start Grantee Board**

**Thursday, February 18th, 2024**

**1940 South Sixth Street**

**1:00 P.M.**

**Grantee Board Members Present:** Brenda Jensen, Vickie High, Tara Bryson, and Brad Aspell.

**Policy Council Members Present:** PC Rep. Christina Marler.

**Staff Present:** Jessica McAuliffe, Sylvia Cox, Kelli Carpenter, Gary Lueker, Mollie Miller, Shalom Rorabaugh, LeeAnne Tidwell, Aerial Hefington, Jennifer Fox, and Stephanie Potter.

**Brenda Jensen called the meeting to order at 12:54 pm.**

**Item #3**

**Additions to/Acceptance of Agenda:** Changes to agenda include Non-Action Agenda #3 Winter Checkpoints and Action Agenda #3 Sick Leave Buyback. Vicki motioned to approve the agenda with additions, Tara seconded, and the motion carried.

**Consent Agenda**

**Item #4**

**Approval of Minutes from January:**  No changes to be made to minutes. Vicki motioned to approve the January minutes as written, Tara seconded, and the motion carried.

**Item #5**

**Fiscal Report:** On the federal side we should be at 41% spent and we are right at 41%. We are underspent on the State side at 40%. We are in the hole for CACFP, but that money evens out throughout the year. Tara motioned to approve the financial report, Brad seconded, and the motion carried.

**Item #6**

**Director’s Report:**

See Report

Sylvia shared that she and other staff members attended the Winter Leadership Institute in Washington DC. During the visit they learned that there was talk of budget cuts for Head Start but as they met with our Senators, they found that Head Start is fine and the budget will likely increase.

**Non-Action Agenda:**

**ERSEA** – See Report

**Disabilities –** See Report

**Education** – Stephanie handed out a Checkpoint Data Sheet that showed we are seeing growth in every category even though we are struggling with staffing.

**Health & Nutrition** – Out of town training

**EHS** – Fully enrolled, large waitlist. Everything is going well.

**Lakeview Site**- See Report

Completed ALICE Training.

**Mental Health** – Has been pulled into classrooms to assist a lot as behaviors are very intense in some classrooms. The second Conscious Discipline training is this week and parents are engaging which is exciting.

**T&C** – Hit with viruses causing students and staff to be out, but they are making it work. Eva organized all their supplies and everything is going well.

**Merrill & Bonanza –** A lot of sick staff. Merrill had a field trip to the post office where they mailed out valentines. Bonanza will have something similar around Mother’s Day. Conferences and Home Visits are due in March so that is a current priority.

**Main Site**- Have had to close classes due to staff being sick. Managers, Advocates and Coaches are covering classrooms. Katrina led a Family Service Credential Training that she plans to do monthly.

**Systems Administrator** – Cameras in Bonanza EHS are installed and working. Lakeview is on the list for cameras.

**Hiring Report** – See Report.

There are currently 7 in the hiring process. We are either waiting on background checks or drug tests, etc. Since September 2023 we have offered 88 positions and 45 staff were hired.

**Pest Management**- no report.

**Public Comment Period**: **1:30PM**

Chris Stone from Ameriprise gave a short presentation on our current retirement plan and how it compares to others. He offered his services as a financial advisor to assist in changing plans. After the presentation the board decided that this was something a committee of staff should decide upon and then bring it to the board for approval.

**Action Agenda**

**Item #1**

2024-2025 Eligibility Priority Criteria:

Jordan explained the changes made to the Eligibility Priority Criteria are to get more accurate points and get services to individuals more quickly.

Vicki motioned to approve the changes to the Head Start and Early Head Start Eligibility Priority Criteria Forms. Brad seconded the motion carried.

**Item#2**

**Corporate Dinner Dollars.**

Our current Budget for our Corporate Dinner is $3,000, and as prices for food and entertainment have gone up, we are asking for an increase in corporate dollars to spend on the dinner. Brad motioned to release up to $4,000 for the dinner. Vicki seconded and the motion carried.

**Item #3**

**Sick Leave Buyback**

As an incentive to employees, Sylvia asked the board to approve the buyback of sick leave for employees with over 80 hours of sick leave. Employees must leave 80 hours in their sick leave bank, but anything greater would be bought back by employees at their hourly rate.

Brad motioned to approve the buyback of sick leave over 80 hours with the provision that this incentive will be evaluated yearly and subject to fund availability. Vicki seconded the motion and the motion carried.

**Adjourned** 2:36 pm

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

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