**Klamath Family Head Start Grantee Board**

**Thursday, November 16th, 2023**

**1940 South Sixth Street**

**1:00 P.M.**

**Grantee Board Members Present:** Brenda Jensen, Vickie High, Dena Haudenshild, Lisa Swartz.

**Policy Council Members Present:** None

**Staff Present:** Jessica McAuliffe, Sylvia Cox, Kelli Carpenter, Gary Lueker, Sunni Anderson, Mollie Miller, Jennifer Singleton, Katrina Solis, Shalom Rorabaugh, Jordan Linney, LeeAnne Tidwell, Aerial Hefington, Jennifer Fox, and Ben Butler.

**Brenda Jensen called the meeting to order at 1:03 pm.**

**Announcement: April’s Board meeting will be moved to the 25th instead of the 18th.**

**Item #3**

**Additions to/Acceptance of Agenda:** Changes to agenda include adding #5 as Staff pay during winter break, and #6 Policy Counsel T-shirts. Vicki motioned to approve the agenda with the additions of 5 & 6 to action agenda.

**Consent Agenda**

**Item #4**

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

**Item #5**

**Fiscal Report:** On the federal side we should be at 17% spent and we are at 13%, so we are underspent. We are underspent on the State side as well at 19%. Preschool Promise is at 21% spent. We are in the hole for CACFP, but that money is coming. Vicki motioned to approve the financial report, Lisa seconded, and the motion carried.

**Item #6**

**Director’s Report:**

See Report

Sylvia has a record of the grant information and payments if anyone would like to see them.

After the break Sylvia, Jessica and Gary will be going to Seattle for a Region 10 meeting.

In January we will have our FA2 audit, the Board will get prepared to answer their questions. They will want to talk to Board Members and Staff about the program.

The snowflake parade is on the 7th, we will have a float, and all are welcome to come help decorate and ride.

The winter all staff is on Dec. 15th from 9-1 at Klamath Community College. An invitation will be sent out to the board.

**Non-Action Agenda:**

**ERSEA** – See Report

We are at 90% for attendance but EHS is bringing it down. The babies don’t have their immune system built up and there have been a lot of EHS kids out due to illness.

**Disabilities –** HS has 4 referrals and 43 with IFSP’s. EHS has 16 with IFSP’s (18%). Total is 14% with 59 on plans. Referrals are still coming in.

**Education** – Stephanie is working on revamping the Ed Advisory Committee, she will let the Board know when the next meeting will be. She is calling community partners to see what they are doing and hopes to sit in on some of the kindergarten meetings.

**Health & Nutrition** – See Report

October’s reimbursement was $42,289.23, the most we have ever received.

**EHS** – Currently 2 new staff in training for their CDA, many more in the process. There is currently a huge EHS waitlist (58 eligible children).

**Lakeview site-** 1 staff just received CDA. They are fully staffed. Shalom will be taking an FSC (Family Service Credential) course on becoming a trainer. That way Lakeview staff will not have to worry about travel and they can get that same training.

**Mental Health** – Just had their 4th Conscious Discipline Parenting course. During the first week in December, they will be staying in Lakeview to provide 3 classes for the parents there.

**T&C** – There are several new hires, most EHS classes can now have 4 staff in the class at once.

**Merrill & Bonanza –** Both sites collaborated to make a float for the potato festival, the participation from families was great, there wasn’t enough room on the float for everyone. They will also be working together on a float for Bonanza’s Christmas Parade.

Currently working with Michael Sheets to complete Health Screenings.

**Main Site**- Meeting 60/90-day checkpoints. Covering a lot in classes.

**Systems Administrator** – Installing cameras in Bonanza, working on getting the modular fixed, and working on SharePoint.

**Hiring Report** – See Report. Hired 8 staff over the last 3 weeks. We only need to fill 3 more positions to be fully staffed at the Main Site.

**Pest Management**- no report.

**Public Comment Period**: None.

**Action Agenda**

**Item #1**

**Approval of CACFP Policy Updates:** All the changes you see in yellow on the CACFP policies are things that we already do, but the auditor wanted to see it all written down in a policy. It just needed to be documented that these things were being done. Deana motioned to approve the changes to the CACFP policies [ USDA/CACFP: Meal Count/Child Enrollment/ Site Monitoring, CACFP Non- Profit Food Service Account, Procedure for Maintaining Non-profit Food Service, Maintaining CACFP Menu Records and Income Eligibility – One Month Enrollment Roster (OMER)], Lisa seconded, and the motion passed unanimously.

**Item#2**

**Approval of changes to the Standard of Conduct/Code of Ethics Policy:** Policy Counsel changed #1, just a re-write of what was already there, just a more professional language. They also changed #2 to read exactly as the USDA requirements do. Vicki motioned to approve the Standard of Conduct changes, Lisa seconded, and the motion carried.

**Item #3**

**Approval of changes made to Contagious Disease Policy:**

A chart was added to the policy outlining the procedure on keeping your child home from school when ill. Lisa motioned to accept the addition to the policy, Vicki seconded, and the addition was approved.

**Item #4**

**Approval of Income Eligibility Policy Change:** This was included in what was approved for CACFP policy changes.

**Item #5**

**Staff Pay During Winter Break:** Since the budget is underspent and we have extra funds from not being fully staffed, we would like to pay all staff for the 2 weeks they have off in December. Normally they would collect unemployment during those weeks, but it doesn’t equal what their working pay is. We will use this as an employee retention strategy, this is only for this one time. If we want to give out retention incentives in the future, we will revisit the budget.

Vicki motioned to approve the payment of wages to staff during the 2-week layoff during December based on budget constraints, Vicki seconded, and the motion passed.

**Item #6**

**Policy Counsel T-Shirts:** Melinda is asking for $1,000 out of the corporate account to buy t-shirts as an incentive for parents to come to the PC meetings. Federal or grant funded money can not be used on that. Vicki motioned for a $2,000 budget for PC T-Shirts, Lisa seconded, and the motion carried.

**Adjourned** 2:04 pm

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

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