

**Tazewell-Woodford Head Start
Policy Council Minutes
February 23, 2023**

Call Meeting to Order

The meeting was called to order by Johnnie Harrison at 5:30 PM.

Roll Call of Members

Policy Council Members: Sarah Ngiraibiochel, Jessie Grieves, Johnnie Harrison, Chelsea Zook

Head Start Staff: Donna Ashley, Vickie Willis, Lindsey Markle

Approval of Minutes

Motion made by Jessie Grieves and seconded by Sarah Ngiraibiochel to approve the December 1, 2022 minutes as typed. All ayes. Motion carried.

Head Start Governance

Donna Ashley gave members a copy of the program's Annual Report. She discussed how the information in the report is used to let the community know how the program makes an impact.

Administrative Business

a. **Program Financial Report**

Members received copies of the Monthly Program Report, Budget, USDA Reimbursement, Credit Card expenditures, and Inkind reports for the period ending January 31, 2023.

b. **Monthly Attendance Report** – Members reviewed program attendance for January 2023

c. **Personnel Committee Report**

A motion was made by Sarah Ngiraibiochel and seconded by Jessie Grieves to approve the hiring of the following applicants as Head Start employees. All ayes. Motion carried.

Name & Position

Lesley Keenan	Clerical Assistant
Cheryl Colvin	Kitchen Assistant
Shelby Smith	Teacher

Program Business

Donna Ashley discussed the program's plan to show appreciation to the staff that have continued to serve children and families impacted by the pandemic. The proposed plan would use the remaining Covid-19 funds to offer employees a one-time bonus, based on their employment in this program year. A motion was made by Jessie Grieves and seconded by Chelsea Zook to approve the proposed plan for a one-time bonus. All ayes. Motion carried.

Donna Ashley reviewed the proposed Mitigation Plan the program will follow during different levels of COVID 19 outbreaks. A motion was made by Chelsea Zook and seconded by Sarah Ngiraibiochel to approve the proposed written plan. All ayes. Motion carried.

Lindsey Markle presented the current point system used in the Selection Criteria to fill vacant slots. No changes were proposed at this time. A motion was made by Sarah Ngiraibiochel and seconded by Chelsea Zook to accept the current point system. All ayes. Motion carried.

Members received a copy of the current Personnel Policies to review and discuss at the next meeting. Proposed revisions will be discussed and voted on at that time.

Donna Ashley told members the program will be writing a grant application to receive a 5.6% COLA and \$66,227 for Quality Improvement. Policy Council, Governing Board, and program staff will give their input on the best use of the funds.

Under program updates, Lindsey Markle told members next year's recruitment will begin March 1st.

Parent Committee Reports

Lisa Maynard, Illinois Neurologist Institute, did a presentation on Distracted Driving at the Eureka Parent Committee meeting. She also did a presentation on Spinal Injuries at the Pekin Parent Committee meeting and plans to return to do her presentation on Distracted Driving at their next meeting.

Megan McKeighan, PNC Bank, presented the Spending Diet, Budgeting, and Spending Tracker at the combined Creve Coeur, Hensey, and Robein Parent Committee meeting.

Teachers were present at each of the Parent Committee meetings to give classroom and center updates.

New Business for Next Month's Agenda

Review and Approve proposed Personnel Policies revisions and the COLA and QI Grant Application

Menu for Next Month

Boneless Wings or Chicken

Door Prize Winners

Congratulations to Johnnie Harrison and Sarah Ngiraibiochel

Adjournment

Meeting adjourned at 7:00

The next Policy Council meeting is scheduled for March 29, 2023 at 5:30 PM at the Family Center.

Policy Council Secretary _____ Date _____