

Tuesday, December 18th, 2018 - 5:30 to 8:30 p.m.

Meeting Location: Options in Grants Pass

Child Care Location: Riverside Center

Parents Present:

Alicia Waldon, Comm. Rep	Amanda Edwards, SV	Andrew Monie, RVS	Angela Alexander, IV
Ashley McEvers, ABC	Baback Khosroabadi, ASH	Carlee Valle, SM	Celeste Pleitez, CP
Courtney Friedt, Comm. Rep	Elizabeth McIntyre, RVS	Jamie Knight, EHSWM	Jessica Ortiz, PXT
Jessica Readence, CP	Jodi Clayton, PV	John Readence, CP	Kristen Aguiar, SM
Mariah Taylor, PXT	Monique Avila, WC	Naomi Walsh, PV	Nathan Fieguth, SM
Porcia Metcalf, RDW	Shawna Treu, WC	Sandra Maxwell, EHS GP	Sandra Beckman, EHSCJ
Taylor Sickau, Comm. Rep	Tia Behrens, PXT	Wes McEvers, ABC	

Staff Present:

Blair Johnson, EHS Director	Karen Lujan Valerio, PFCE SAA	Kat Clayton, Assistant HS Director	Michelle Homer- Anderson, HS Director
Nancy Nordyke, Executive Director	Shandi Phelps, PFCE Supervisor	Vicki Kelley, ERSEA Supervisor	Yoana Martinez, Interpreter

CALL TO ORDER, ROLL CALL, AND GROUND RULES: Tia Behrens, Treasurer

- Met quorum

PUBLIC COMMENT PERIOD: Tia Behrens, Treasurer; Dr. Michelle Homer-Anderson, HS Director

- Elections and Vote held for community representative: Taylor Sickau
- Taylor Sickau voted in as Community Rep.

WARM UP ACTIVITY: Tia Behrens, Treasurer

- Groups generated lists of activities they could do with children over the winter break.

APPROVAL OF MINUTES:

Angela Alexander, Illinois Valley, moves to approve the November minutes; Jennifer Miller, Merlin, seconds the motion. Motion Passes

CENTER SHARING: Mariah Taylor

- Mariah Taylor from PXT sharing about the experience of having a child in duration

CONSENT AGENDA: Blair Johnson, EHS Director

- ERSEA/Monthly Monitoring report reviewed
- Meal Count was reviewed
- Financial statements and credit card expenditures were reviewed

Jamie Knight, EHS West Medford moves to accept the consent agenda; Taylor Sickau, Community Rep, seconds it. Motion Carries. No abstentions

TREASURER'S REPORT: Presented by Tia Behrens Phoenix Talent, PC Treasurer

EXECUTIVE DIRECTORS REPORT: Given by Nancy Nordyke, Executive Director

- **Facilities report**
 - o Progress Way building renovation, waiting since September for permits from the city, these permits have just gone through on Monday, a lot of the demolition was done while waiting for permits so now they will start in full gear.
 - o Hoping that the project will go quickly and smoothly and we will be able to move kids over there by the end of the year, but she can make no promises.
- **Announcement**
 - o the federal government passed a continuing resolution budget back in September, that gave the Head Start program some Cost of Living Adjustment "COLA".
 - o We are still waiting for information on that but when it comes we will have a plan on how to add that to the budget, it will go to Policy Council for approval, then to the Board for approval and then we will negotiate with our Bargaining Unit about that.
- **Paid time-off accrual**
 - o Every employee accrues some paid time-off as they work overtime, this is part of our personnel policies and changes in that need to be approved by PC and the Board.
 - o Las year we purchased new human resource information system (HRIS) software HRIS is how an organization the size of ours keeps track of all our human esource information, such as our employees, how much they make, their time off, vacation they accrue, etc. The new system is much more sophisticated than our previous system and it is less labor intensive and costly.
 - o In order to use the new HRIS software we need to make changes in how paid time-off is calculated and accrued. Our current process is not automated and is not compatible and we need to make a change in how the paid time-off is managed. Nancy presented a proposal that will have similar amounts of paid time off that is accrued. It will result in a small increase in the employees favor in some cases. As an example, in the current process employees that worked 0-4 years earned 2 days of PTO in addition to 2 weeks of winter break and 1 week of spring break. Using the new system they will accrue 2.1 to 3 days, it is a slightly advantageous system to the employees to use this method but is affordable and will save personnel time.

Angela Alexander, Illinois Valley, moves to approve the PTO accrual change; Wes McEvers, Alan Berlin Center, seconds it. Motion Carries. No abstentions

HEAD START/EARLY HEAD START DIRECTORS REPORT: Michelle Homer Anderson, Head Start Director; Blair Johnson EHS Director

- Program Information Summary (see attached) was reviewed.
- The HS and EHS supplemental funds grant was submitted as approved

- The EHS expansion grant submitted as approved.
- Policy Council members with an interest in serving in the Hiring Committee were encouraged to sign up
- The Quarterly Program Information Report was reviewed
- The quarterly report for the Agency/Program goals was reviewed
- AFC: Information Memorandum in Father Engagement was distributed and reviewed.
- The Self-assessment Plan for 2018-2019 was reviewed and a vote was held to approve it.

Nathan Fieguth, South Medford, moves to approve the self-assessment plan; Jamie Knight, EHS West Medford, seconds the motion. Motion Carries. No abstentions

BREAK

COMMITTEE REPORTS

- Board Liaison meets once a week on Thursday same as here
- Selection Committee- Jodi presented the proposals for changes to the Selection Criteria and a vote was held.

Jessica Readence, Central Point, moves to accept proposed changes to the selection criteria; Sandra Beckman, EHS Cave Junction, seconds it. Motion Carries. No abstentions

NEW BUSINESS:

- Dollar per child: fundraising headed by parents

ANNOUNCEMENTS: There were no announcements.

ADJOURNMENT:

Amelia Patton, Park View, moves to adjourn meeting; Jamie Knight, EHS West Medford, seconded the motion. Motion carries.

0-5 Director's Program Information Summary
December 18, 2018

National Head Start Association

The Parent, Family, and Community Engagement Director and two Policy Council Representatives are attending the NHSA Parent Leadership Conference this week and will report at a future meeting.

Park View

The kitchen will be completed over winter break. Classes will resume for children at Park View on Tuesday, January 8th.

Staffing

We have a few staff vacancies. See our web site for more information about jobs and how to apply. Please consider applying and refer family and friends who may be interested in employment with our program.

Grant updates

The EHS & HS supplemental funds request grant was submitted.
The EHS Expansion grant was submitted.

Monitoring Reports

Quarterly reports are being presented to PC and Board at the December meetings.