

Klamath Family Head Start Policy Council Meeting And Governance Training

Wednesday, October 26, 2016

Present: Al Church, Marana Banney, Mary McCarty, John Sarabia, Esther Sarabia, Jinnie Moore, Jackie Siqueiros, Shay M., Kari Eastman, Jeannie Chaulet, Marco Ortiz, Nicola Spears-Lyon, Sarah Manes, Amanda Brazille, Ria Edenfield, Rachelle Duren, Adam Sunquist, Dominic Herrera

Staff present: Melinda Gomez, Cindy Walsh, Jessica McAuliffe, Gary Lueker, Sunni Anderson, Evelyn Palmer

After a little introduction, the members present watched the PC video and was given a governance training.

Item #1 – Call to Order

The Meeting was called to order at 1:00 by John Sarabia, chairperson.

Item #2 – Approval of Minutes of September 21, 2016

Al Church moved to approve the minutes of September 21, 2016, Mary McCarty seconded, motion carried.

Item #3 – Additions to/Approval of Agenda

Add 13a. Lakeview Grant for playground. Mary McCarty moved to approve the addition to the agenda, Marana Banney seconded, motion carried.

Item #4 –Finance Report

Gary Lueker presented the Financial Report as printed. Al Church moved to approve the report and to keep it in this new pretty format, Mary McCarty seconded, motion carried.

Public Comment Period – No one from the public present, moved on with the agenda.

Item #5 – Election of Officers

The following members were elected to the following offices.

- a. Chairperson – John Sarabia
- b. Vice Chairperson – Nicola Spears-Lyon

Mary McCarty moved to have Evelyn continue to take the minutes and have the PC secretary review them and sign, Marana Banney Seconded, motion carried.

- c. Secretary – Jackie Siqueiros
- d. Alternate Board Rep. – Sarah Manes and Dominic Herrera

Item #6 – Election of State Representatives

The following were elected State Representatives: Amanda Brazille, Mary McCarty and Esther Sarabia.

Item #7 – Meeting Day and Time

Mary McCarty moved to continue to hold Policy Council Meetings on the 3rd Thursday of the month, starting with lunch at 11:30 and meeting starting at 12:00 noon, Marana Banney seconded, motion carried.

Item #8 – Memorandum of Understanding

Al Church moved to approve the current Memorandum of Understanding and allow John Sarabia, Chairperson to sign it on behalf of the Policy Council. Adam Sunquist seconded, motion carried.

Item #9 – Dispute Resolution (Approval and Signature

Dominic Herrera moved to approve the Dispute Resolution Policy for the 2016 – 2017 year, Marana Banney seconded, motion carried

Item #10 – Standards of Conduct Approval and Signature)/Confidentiality (Signature only)

Esther Sarabia moved to approve the Standard of Conduct as printed, Mary McCarty seconded, motion carried. All present read and signed the Standard of Conduct.

The Confidentiality form was not in the packet, so will present it at next meeting.

Item# 11 – Bylaws

Dominic Herrera moved to accept and approve the changes to the Bylaws, Esther Sarabia seconded, motion carried.

Item #12 – Policies

- a. 703 – Discipline
- b. 716 – Staff Recruitment and Hiring Criteria
- c. 717 – Termination

Dominic Herrera moved to approve the strike outs in the above named policies to bring them into compliance with the performance standards, Mary McCarty seconded, motion carried.

Item #13 – Modified Duration Grant Approval

Mary McCarty moved to approve the reduction amount for the Duration Grant and the approval to resubmit the Duration Grant with the changes. Included in the change was the request for a waiver of the in-kind, due to the fact that the program had already used all of the in-kind contribution in the 2016-2017 Continuation Grant. Dominic Herrera seconded, motion carried.

Item #13a – Lakeview Grant for Playground

Lakeview ground breaking has happened, still not sure of completion date at this time, hopefully ready for Sept. 2017 classes. Lakeview County Director is requesting permission from Policy Council to write and submit Grants for the playground. Dominic Herrera moved to give the Lakeview County Director permission to write and submit Grants to build their playground, Adam Sunquist seconded and motion carried.

Item #14 – Committee Signups

The signup sheet was passed for all present to sign up for any committee they may be interested in.

Item #15 – Health Advisory Meeting

Date is not November 4th. Day and time TBA

Item #16 – Education Advisory Meeting

Ed Advisory meeting today at 3:30 for anyone interested.

Reports:

Item #17 – Program Information Summaries (ERSEA, Health/Parent Engagement, Disabilities/Education, Early Head Start, Meals and Snacks)

All reports are printed and in your packet.

Next meeting will be November 16, 2016.

Meeting adjourned at 2:00 pm.

Respectively Submitted

Jackie Siqueiros
Secretary