

Sullivan County Head Start, Inc.

Board of Directors Meeting

May 12, 2011

I. Call to order

Charles Davis called to order the regular meeting of the S.C.H.S. Board of Directors at 5:45 p.m.

II. Attendance

The following persons were present: Gladys Walker, Kulli Kask, Charles Davis, Sharon Hornbeck, Della Rodriguez, Bertha Williams, and Yvette McIntosh.

Sharon Hornbeck made a motion to go into Executive Session to evaluate the Executive Director. 2nd by Kulli Kask Motion carried.

The Policy Council will complete Section B of the Executive Director's evaluation and return to the board.

Gladys Walker made a motion to come out of Executive Session 2nd by Sharon Hornbeck- Motion carried

III. Approval of minutes from last meeting

Gladys Walker moved to accept minutes of 4/14/11 meeting with the following corrections to the financial report submitted by Yvette McIntosh, Fiscal Officer:

Budget Reports for Head Start/ Early Head Start and Expansion were presented. This is the end of the fiscal year so not all expenses have been recorded.

It was a very tight year financially for the organization, because of the problems with Waverly Avenue. All monies coming into the program have or will be spent. The buffer also will be used up. Discussion on pension plan and how to increase/maintain benefits to employees. We will endeavor to cut-back on expenses without cutting quality this new fiscal year.

2nd by Kulli Kask- motion carried.

IV. Open Issues

- a) Charles Davis will speak with an individual who may work to develop grants and be paid a % of funded grant.
- b) Conflict of interest disclosure was presented to Board members.

V. Executive Director's Report

- a) Monthly program reports were given out and discussed. This monthly report is cumulative of the goals and results of the program and feeds into the yearly Program

Information Report (PIR). When the PIR is generated nationwide Sullivan County Head Start is compared to other Head Start programs around the country.

- b) The Administrative Plan was distributed – Board will go over and discuss at next month’s meeting.
- c) EHS cluster meeting in Atlanta, GA next week – Executive Director and Fiscal Officer will attend. Meeting will focus on fiscal issues in ARRA expansion.
- d) Funding guidance letter from HHS was received for Early Head Start expansion application due July 1, 2011. The funding is for ½ of the expansion grant. The expansion grant has become a part of our permanent base funding.

EHS expansion operations - \$249,963

EHS expansion training - 6,249

\$256,612

Sharon made a motion to accept Executive Director’s report 2nd by Kulli Kask- Motion carried.

VI. Financial Report

- a) Yvette McIntosh presented the Audit engagement letter. Price of audit is \$9,200 FYE 3/31/11. Motion made by Kulli Kask to accept 2nd by Gladys Walker- motion carried.
- b) Reports for April 2011 were handed out and discussed. This is the 1st month of the new fiscal year. Everything is fine.

Kulli Kask made a motion to accept financial report 2nd by Gladys Walker- motion carried.

VII. New Business

- a)

VIII. Adjournment

Motion made by Sharon Hornbeck to adjourn meeting at 7:10 p.m.

Minutes submitted by:

Gladys Walker