

Sullivan County Head Start, Inc.

Board of Directors Meeting

December 9, 2010

I. Call to order

Charles Davis called to order the regular meeting of the S.C.H.S. Board of Directors at 5:40 p.m.

II. Attendance

The following persons were present: Charles Davis, Della Rodriguez, Kulli Kask, Gladys Walker, Jean Van Lowe, Donna Willi, Anthony Perito, Bertha Williams, Yvette McIntosh and guest – Elizabeth Loarca of Knack, Pavloff & Co. (Auditors)

III. Approval of minutes from last meeting

Minutes read. Motion made by Jean Van Lowe to accept minutes of November 18, 2010 meeting. 2nd by Anthony Perito - Motion carried.

Audit Report

Elizabeth Loarca presented the 3/31/10 audit report along with governance letter detailing what occurred during the audit.

Page 18 of the audit gives the summary of the auditor's report - there were no findings. Each page of the audit was discussed and special attention was given to the importance of in-kind.

Board will discuss at next meeting where we will seek in-kind. Will seek high school senior volunteers to perform activities that will help meet Head Start goals.

Anthony Perito moved to accept audit report 2nd by Jean Van Lowe – Motion carried.

IV. Open issues

- a) Waverly center was closed for 3 days. Replaced 10 trusses. Old trusses were cracked. Over the winter recess parts of the roof will be redone. Heating system, electric are all in the roof – Total cost \$110,000
- b) Program Specialist from NY Regional Office visited program to inspect the ARRA expansion. She visited all ARRA expansion classrooms and met with various staff members.
- c) Discussed cross training of staff and strategic planning.

V. Executive Directors Report

- a) Program reports were handed out and discussed. Charles Davis suggested Head Start contract with a grants developer. The developer will receive a percentage of funds acquired for Head Start. The need to generate more in-kind is a concern.
- b) Community Services High School students could also volunteer to work in Head Start.

Motion to accept Executive Director's report made by Anthony Perito, 2nd by Gladys Walker – Motion carried.

VI. Financial Report

- a) Notice from Heller Pension regarding Heart Act of 2008 and Notice 2010 – 15 Snap on amendment for our profit sharing plan. This amendment addresses the rights and benefits of staff involved in the military service/reserve.

Motion made by Kulli Kask to accept snap on amendment to the Pension Plan, 2nd by Gladys Walker – Motion carried.

- b) Budget – Head Start, Early Head Start and expansion budget reports were discussed. The Early Head Start budget is tight but other funds coming into the organization along with proper allocation will offset expenses.

Anthony Perito moved to accept financial report 2nd by Kulli Kask – Motion carried.

VII. New Business

- a) Kulli Kask asked if Head Start qualifies for Health Insurance credit. She will check to see if we do.

VIII. Adjournment

Meeting Adjourned at 7:15 p.m.

Minutes submitted by:

Gladys Walker