

Sullivan County Head Start, Inc.

Board of Directors Meeting

May 13, 2010

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: Charles Davis, Gladys Walker, Della Rodriguez, Sylvia Diaz-Kohloa, Karen Cooke, Jean Van Lowe, Adele Reynolds, Carl Silverstein, Kulli Kask, Sharon Hornbeck, Anthony Perito, Bertha Williams and Yvette McIntosh

III. Approval of minutes from last meeting

Minutes read. Motion made by Anthony Perito to accept minutes of April 8, 2010 meeting. 2nd by Karen Cooke- Motion carried.

IV. Open issues

- a) Bertha Williams informed the Board that at the bid opening on April 12, 2010 bids were received from Woodbourne Lawn & Garden, Inc. and Allison Devoe General Contractors, Inc. The job for both renovations (Realtors Bldg. & Riverside) was awarded to Woodbourne Lawn & Garden, Inc. Renovations on the Riverside building are almost complete. The renovations on the Realtor building will not be done at this time. We believe the building may have lead and or asbestos due to the date it was built. April 22, 2010 a new law went into effect regarding EPA renovation, repair and painting of buildings erected pre 1978. After meeting with the architect, board members, policy council chair, contractor and speaking to the Department of Health; it is the professional opinion that not only is lead in the building but to abate is cost prohibited. It was also suggested that the Realtor building be used for non-classroom activities at this time and expand Riverside by adding 2 classrooms and a kitchen. We have to go before the planning board tonight to ask for permission to add onto the Riverside building.
- b) Fund raisers will fund renovation/repairs and upgrade to the realtor building.
- c) The board agreed the first order of business is to complete the Riverside building.
- d) Hire additional qualified staff.

V. Executive Directors Report

- a) The Board reviewed the report. Staff may do a home based program to serve the 28 EHS expansion slots until the classrooms are ready; with starting date projected to be end of June 2010.

Sylvia Diaz Kohloa moved to accept Executive Directors report. 2nd by Sharon Hornbeck. Motion carried.

VI. Financial Report

- a) Yvette informed Board that this is the beginning of our fiscal year April 1.
- b) Yvette stressed at least \$50,000 and up is needed to pay for the expansion.
- c) The Board discussed unrestricted funds. These funds should equal at least one payroll.

Motion made by Anthony Perito accept Financial Report, 2nd by Jean Van Lowe – Motion carried.

VII. New Business

- a) Carl Silverstein asked for number of children in each township. Bertha will provide that info to Board members.
- b) Adele asked for list of non monetary donations needed. The list will be forwarded to the Board.
- c) Jean suggested college dept. chairs be contacted about employing graduates.
- d) Kulli asked for the status of the Bylaws revisions. We have not worked on them yet.
- e) Self Assessment is going on in each area of the program and should be completed soon.

VIII. Adjournment

Carl Silverstein moved to adjourn meeting at 6:45 p.m. Meeting adjourned at 6:45 p.m.

Minutes submitted by:

Gladys Walker