

**Sullivan County Head Start, Inc.**  
**Board of Directors Meeting**  
**April 14, 2015**

**I. Call to Order**

Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:19 pm.

**II. Attendance**

The following Board members were present: Meta Sorge, Anne Knack, Marie Smith, Rebecca LeClair and Charles Davis. In addition staff members present were: Bertha Williams and Yvette McIntosh.

**III. Approval of minutes**

Minutes of the March 17<sup>th</sup>, 2015 meeting were read Meta Sorge made a motion to approve the minutes as written. Marie Smith Second the Motion. Motion Carried.

**IV. Open Issues**

Consensus of the Board was that the entire Board serves as the committee. If the need arises for a committee it will be appointed at that time  
Spoke of Policy Council representative being in attendance at the Board meeting.

**V. Executive Director's Report:**

Monthly report handed out.

Program Report:

- Some bus issues and a great deal of illness that affected both students and staff all contributed to the low attendance
- Financials – some extra money was used for supplies in the classroom and small incentives to employees as well as a new phone system.
- Personnel – there was a grievance as a result of a new policy on meal & break periods.
- Question by Meta on Report of In-Kind volunteer numbers. It will be checked into.

Meta Sorge mad a motion to accept the Executive Directors report. Rebecca LeClair Second the Motion. Motion Carried.

**VI. Complaint**

The Regional Office received a complaint in regards to the program and the Board. Same allegations that were reported to OCFS but with mention of the Board. They requested a list of Board Members, number of years they have served on the Board, Bylaws, Minutes of the meetings from September to March, (15 items were requested) The allegations were responded to.

We are still awaiting final response from OCFS on the allegations.

**VII. Financial Report**

Yvette distributed and explained the March 2015 financial report in detail.

- Expenses within reason
- Grant must be spent – cannot carry over until next year. Restricted vs. nonrestrictive.
- End of Fiscal Year, will be accruing expenses
- Whatever is left will go to the Pension Plan
- We have until August to spend the Sandy Grant
- New fire escape should finish off the rest of the grant.

Rebecca mad a motion to approve the financial report. Meta Sorge Second the Motion. Motion Carried.

**VIII. New Issues**

- Succession planning

Meta Sorge moved to adjourn the meeting at 1:15 pm Rebecca LeClair Second the Motion. Motion Carried.

Minutes taken by \_\_\_\_\_  
Rebecca LeClair

Submitted by \_\_\_\_\_  
Secretary