

Sullivan County Head Start, Inc.
Special Board of Directors Meeting
November 10, 2015

I. Call to Order

Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:15 pm.

II. Attendance

The following Board members were present: Anne Knack, Meta Sorge, Cara Kowalski and Charles Davis. In addition staff members present were: Dawn Lee, Sylvia Diaz-Kohloa and Bertha G. Williams.

III. Minutes

Anne Knack made a Motion to accept the minutes of the previous meeting. Meta Sorge Second the Motion. Motion Carried.

IV. Open Issues:

At last month's meeting, there was a discussion about participation in the HEAP Program. Anthony Perito showed the County Contract to the law firm of Kalter & Kaplan who affirmed that it was a standard County contract. The staff have attended the proper training and they have installed two computers and scanners. We are ready to go! The HEAP season will begin on Monday, November 16. Bertha Williams will keep us posted. The \$25.00 application fee goes to Head Start (from DFS). DFS has asked Head Start to participate.

V. Executive Director's Report:

The Personnel policy has not been copied at this point. Once they are bound, they will be distributed to the Board.

Last month, Bertha Williams said that she didn't have her usual report as they were closed in August and not much happened in July.*

*Clarification – going forward, the monthly report will now be one month behind to give the managers an opportunity to have their reports completed accurately.

Last week the evaluators were here (part of the 5-year contract). The Reviewer focused on Environmental Health & Safety. The evaluation process will continue and the evaluators have been transparent about what is required. Requested materials have been provided and Bertha Williams has been in communication with the evaluators. The second review will take place soon. Everything seems to be going smoothly so far.

Bertha Williams shared that we need someone on our Board who is familiar with finances. Cara Kowalski suggested that the Board reach out to member Rebecca LeClair who works at the bank. The Board requested that Dawn distribute a list of present board members which she will do on Thursday.

Bertha Williams shared that we need a joint meeting at the Board and the Policy Council to discuss the budget. The Board discussed possible dates and agreed on Dec. 1 at 10:00 am at the Woodbourne location.

Sylvia Diaz-Kohloa shared that two trainers from STG International, Inc. would like to meet with the Board on December 8th,* regarding the self-assessment (at the next Board meeting).

*It was later changed to the January meeting.

Bertha Williams commended the school nurses who have done a wonderful job getting everyone screened.

Meta Sorge made a motion to accept the Executive Director's report. Anne Knack second the Motion. Motion Carried.

VI. Financial Report:

The Financial report for October was handed out by Dawn Kertesz-Lee. Workers compensation and health insurance are major expenses – Dawn suggested possibly shopping around for a new policy or encouraging a buyout. An insurance representative will be here on November 23rd.

Finances are light but everything is on track. Dawn also shared that they are moving towards a purchase order system.

Meta Sorge made a motion to accept the Financial Report. Anne Knack Second the Motion. Motion Carried.

VII. New Business:

Sylvia announced that a PA system has been installed – speakers have been integrated into the phone system. Some of the Sullivan Renaissance grant money was used to pay for the system.

Sylvia announced that she attended the Sullivan Renaissance Youth Seminar and heard about efforts to beautify schools in Sullivan County. Sylvia & Dawn are going to spearhead a Sullivan Renaissance project for the front of the Woodbourne location.

Meta Sorge made the Motion to adjourn. Cara Kowalski Second the Motion. Motion Carried.

Minutes taken by _____
Cara Kowalski

Submitted by _____
Gladys Walker, Secretary