

# ***Sullivan County Head Start, Inc.***

## **Board of Directors Meeting**

**November 10, 2011**

### **I. Call to order**

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

### **II. Attendance**

The following persons were present: Charles Davis, Kulli Kask Gladys Walker, Jean Van Lowe, Bertha Williams, and Yvette McIntosh.

### **III. Approval of minutes from last meeting**

Correction to minutes from 9/8/11 meeting. Executive Director's report – Early Head Start funded for 6 months in the amount of \$256,212.

Motion made by Gladys Walker to approve 9/8/11 minutes with correction 2<sup>nd</sup> by Kulli Kask. Motion Carried

Jean Van Lowe made a motion to accept minutes of 9/28/11 “Special Meeting” 2<sup>nd</sup> by Kulli Kask - Motion carried

### **IV. Open Issues**

- a) The children's center at family court is up and running. A foster grandparent will be interviewed.
- b) At the Risk Management Meeting (RMM) the realtor building came up. Regional office requested we put in writing our plans for that building. We may need to use that building if we put an additional full day class in Wdb. Mrs. Williams has responded to the request.
- c) ASTAR is installing new furnace and removing old.

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

- a) Monthly program report was passed out and discussed. RMM identified a few action steps – 1. Identify why when attendance falls below 85% 2. Dental follow up is low/will have T & TA specialist contact us. 3. Realtor building letter explaining plans. 4. Wage comparability send last one completed. All action steps were completed.

Kulli Kask made a motion to accept the Executive Director's report 2<sup>nd</sup> by Jean Van Lowe. Motion carried.

**VI. Financial Report**

- a) ARRA Expansion & EHS combined. We only received ½ of the funds \$744,436 – 1 year EHS and 6 months expansion
- b) Worker’s Compensation has increased to \$29,000

Gladys Walker made a motion to accept Financial Report 2<sup>nd</sup> by Jean Van Low. Motion carried.

**VII. New Business**

Jean Van Lowe made a motion to change time for board meeting to 12:00 p.m. from 5:30 p.m. 2<sup>nd</sup> by Kulli Kask. Motion carried.

**VII. Adjournment**

Motion made by Gladys Walker to adjourn meeting , 2<sup>nd</sup> by Jean Van Lowe – Meeting adjourned at 7:16 p.m.

Minutes submitted by:

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Gladys Walker