

Sullivan County Head Start, Inc.

Board of Directors Meeting

June 13, 2013

I. Call to order

Charles Davis called to order the meeting of the S.C.H.S. Board of Directors at 12:15 p.m.

II. Attendance

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

III. Approval of minutes from last meeting

- a) Motion made by Donna Willi to approve minutes from 04/11/13 meeting; (no meeting held May 9, 2013) seconded by Arlene Lambert. *Motion carried*

IV. Open Issues

- a) Head Start needs \$51,000 to pay back line of credit/ unrestricted from donations
- b) Charles asked about website – website on hold

Executive Director's Report

- a) Letter of compliant written to Regional Office about hiring and firing policy. Are we following policy and procedures, if yes we will not be involved in personnel issues. Policies were followed.
- b) Bertha spoke about the sequester again and the plan in place to reduce program cost by \$159,443. Community support is needed.
- c) Monthly report distributed and reviewed – Donna Willi made a motion to accept monthly program report, seconded by Arlene Lambert *Motion carried*

V. Financial Report

- a) Community Dinner/journal sales, mystery dinner suggestions for fund raiser. Policy Council – sell candy and penny social. Gladys Walker had to leave at this point.
- b) Committee to be formed to work on fund raising (\$51,000 is the goal).
- c) Audit may have an area of non-compliance - failed to certify and submit 2012 audit in Federal Clearinghouse database within timeframe – was considered a finding.
- d) Motion made by Arlene Lambert to accept Financial Report seconded by Kulli Kask – *Motion Carried*
- e) Motion made by Kulli Kask to approve Head Start and Early Head Start modified budget of \$159,443 less seconded by Arlene Lambert *Motion carried*

New Business

a)

Adjournment

Next meeting to be announced – meeting will be combined with Board Training and Audit approval. Meeting adjourned at 1:40 p.m.

Minutes submitted by _____

Donna Willi