

Sullivan County Head Start, Inc.
Board of Directors Meeting
October 14, 2014

I. Call to Order

Charles Davis called the meeting to order at 12:12 pm

II. Attendance

The following Board members were present: Jean Van Lowe, Donna Willi, Anthony Perito, Gladys Walker, Rebecca LeClair and Charles Davis. Guests: Diane MacCallum, NYS TTA Network, ECE Specialist & Diane White NYS TTA Network, Grantee Specialist. The following staff members: Yvette McIntosh and Bertha Williams were present.

III. Approval of minutes from last meeting

- Anthony Perito moved that the minutes of July 9th and August 5th, 2014 be accepted as written. Second by Gladys Walker. Motion Carried.

IV. Guests

Bertha Williams introduced Diane MacCallum, Early Childhood Education Specialist, NYS T&TA and Diane White, Grantee Specialist, NYS T & TA.

These specialist are assigned by the Regional Office to provide training to programs in different areas. As a result of completing the self-assessment, one of the recommendations was to put a succession plan in place.

There were discussion around succession and monitoring within the five (5) year grant period.

** The Board chair suggested a special meeting be held to start working on succession. We will meet on Thursday, November 13, 2014 @ 10:00 am in Woodbourne. Our guests left following this discussion.

V. Open Issues

1) Hurricane Sandy Grant:

- All work is done. We are paying the bills and the generators must be tested
- All Head Start buildings will have generators paid for by the Hurricane Sandy Grant
- Board Member Antony Perito supplemented the Project Managers duties. Funds were also saved when the Project Manager donated back part of his fee to help with additional work to complete the building. Anthony also donated the signs and other items.

2) **Sequestration Fund**

Funds were given back to the program which included additional staffing and adding a new classroom of 18 children in Woodbourne. We have no more part day sessions which is a plus to the community.

VI. Executive Director's Report:

- A) Monthly program report was distributed. A discussion regarding home visits took place. It was noted that home visits begin in July and we are up to date so far.
- B) We received correspondence that our program will not be reviewed in its first year of the 5 year grant but in 2016. Donna Willi moved to accept the Executive Directors report. Jean Van Lowe Second the Motion. Motion Carried.

Health and Safety:

Requirements of our 5 year grant included having a Governance and Health and Safety screener completed. The Governance Screener was done along with the health and safety screener on each site. There needs to be a correction on the health and safety screener because all issues have been addressed.

Gladys Walker moved to accept the health and safety screener with the corrections noted. Jean Van Lowe Second the Motion. Motion carried.

VII. Financial Report

- A) Audit engagement letter for 3/31/15 audit was presented for review and approval Donna Willi moved to accept and approve the audit engagement letter from Knack, Pavloff and Co., LLP for year ending 3/31/2015. Rebecca LeClair Second the Motion. Motion Carried.
- B) Revised Internet Policy was reviewed and discussed. Rebecca LeClair motioned to approve the revision. Jean Van Lowe Second the Motion. Motion carried.
- C) September 2014 Financials were presented and went through Revenues and Expenses. All programs are doing fine right now. It was suggested that the Board look into conducting a fund raiser to help the programs. Donna Willi made a motion to accept the Financial Report for September 2014. Jean Van Lowe Second the motion. Motion carried.

VIII. Adjournment

Jean Van Lowe made a motion to adjourn. Gladys Walker second the motion. Meeting adjourned at 1:20 pm.

Minutes submitted by _____

Gladys Walker