

Sullivan County Head Start, Inc.
Special Board of Directors Meeting
October 13, 2015

I. Call to Order

Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:10 pm.

II. Attendance

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

III. Minutes

Anthony Perito made a Motion to accept the minutes of the previous meeting. Meta Sorge Second the Motion. Motion Carried.

IV. Open Issues:

There were no open issues to report on.

V. Executive Directors Report:

The monthly report for July and August was handed out with the Personnel Report which included the new hires and changes in personnel.

The Executive Directors report for September was tabled until the November meeting.

All of the buses are ten (10) years old. A budget was submitted that included three new buses totaling \$334,818. We are seeking Board approval should funds for buses become available in the near future.

Meta Sorge made a motion to approve the purchase of three new buses for the amount of \$334,818. Anthony Perito Second the Motion. Motion Carried.

A discussion on the Employee Handbook with the following changes, Employee Wellness Program, Social Media Whistler blower policy as well as meal period & breaks, nursing mothers, no firearms, ammunition and attendance & punctuality.

All changes previously approved are now incorporated into the new handbook.

Anne Knack made a motion to approve the new Handbook. Anthony Perito Second the Motion. Motion Carried.

VI. Financial Report:

The Financial report was handed out by Dawn Kertesz-Lee, newly hired Fiscal Officer, and reviewed. We are at the mid-year of the grant cycle and all areas are in line with spending.

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

VII. New Business:

The HEAP program training starts on October 19th on how to complete the application process. A discussion took place (some questions were asked).

Meta Sorge made a motion to adjourn the meeting. Anthony Perito Second the Motion. Motion Carried.

Minutes taken by _____
Meta Sorge

Submitted by _____
Gladys, Walker, Secretary