

Sullivan County Head Start, Inc.

Special Board of Directors Meeting

February 9, 2016

I. Call to Order

President Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:25 pm.

II. Attendance

The following Board members were present: Gladys Walker, Anne Knack, Jean Van Lowe, Rosella Pickens, and Charles Davis. In addition staff members present were: Dawn Lee, Sylvia Diaz-Kohloa and Bertha G Williams. Guests: Alan Barnes, Textile Recovery Services, Diane White, Technical Assistant

The following Board members were absent: Terry Forman, Anthony Perito, Cara Kowalski, Rebecca LeClair, Meta Sorge and Marie Smith.

III. Minutes

Gladys Walker made a Motion to accept the minutes of the previous meeting. Jean Van Lowe Second the Motion. Motion Carried.

IV. Presentation:

Alan Barnes presented information on Textiles Recovery Services, Inc. (TRS Inc.) TRS, Inc. provides 5' X 5' donation bins. Each bin holds up to 500lbs worth of merchandise. They will not accept furniture or appliances. In the event undesirable items, including garbage, is placed in the bin, the company will remove these items and clean up the bin at no charge. In the event of overflow or cleanup is required, the company will respond within 24 hours of notification. The TRS will place our logo on the box and pay Head Start \$50.00 per month for each unit. The contract can be canceled at any time with 30 days' notice. Each bin is cover by a one million dollar liability policy. The company will apply and pay for any permits, if required by the Town. At the end of the year TRS, will provide on accounting, by weight, of the donations collected; and on request will provide a receipt to the donors. The merchandise collected is sold by the pound and is shipped to Mexico.

We will further discuss at our next meeting.

Diane White – STG-trainer from regional office will be presenting information on self-assessment.

- We need to do more than just collect numbers, we need to analyze the data.
- Our cumulative data should be translated into percentage of completion
- Our current table format should include a narrative explanation and reason for variances.
- Assessment should be performed on monthly basis, allowing for immediate correction vs. year end.

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

Mrs. Williams handed out the report and a discussion took place
Jean Van Lowe made a motion to accept the Executive Director's report. Gladys
Walker second the Motion. Motion Carried.

VI. **Financial Report:**

The Financial report for January was handed out by Dawn Kertesz-Lee as well as the
current credit card expenses and the CACFP food reimbursement reports.
Charles Davis looked at and initialed the credit card statement.
Gladys Walker made a motion to accept the Financial Report. Jean Van Lowe Second
the Motion. Motion Carried. Gladys suggested approaching Aileen Gunther to support
the Children's Center (\$5,000).

VII. **Open issues:**

Terry Forman (attorney) has the contract for our website but was not at the meeting.
We will discuss next month.

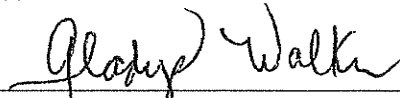
VIII. **New Business:**

Charles requested Bertha leave for a discussion. Gladys and Charles would like to
name the Monticello Center the "Bertha G. Williams Center" in recognition of her 50
years of service. We would like to place a plaque on the building. The Policy
council President will bring it up at the next meeting. Gladys moved and Second by
Anne Knack – all agreed.

Mrs. Williams was brought back into the room.

At 1:45 pm. Anne Knack made the Motion to adjourn. Jean Van Lowe Second the
Motion. Motion Carried.

Submitted by _____



Gladys Walker, Secretary

Sullivan County Head Start, Inc.
Special Board of Directors Meeting
January 12, 2016

I. Call to Order

President Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:20 pm.

II. Attendance

The following Board members were present: Gladys Walker, Anne Knack, Meta Sorge, Rosella Pickens, and Charles Davis. In addition staff members present were: Dawn Lee, Sylvia Diaz-Kohloa and Bertha G Williams. Board Candidate, Terry S. Forman

The following Board members were absent: Jean Van Lowe, Anthony Perito, Cara Kowalski, Rebecca LeClair and Marie Smith.

III. Minutes

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

Gladys Walker suggested that going forward, all absent members be listed in the minutes as well. A sign in sheet with members names listed was also suggested.

IV. New Member:

Terry Forman of the law firm Kalter, Kaplan & Zeiger was introduced to the members as a possible candidate for the Board. A motion was made by Gladys Walker to accept Terry Forman as a new Board member. Anne Knack Second the Motion. Motion Carried. Terry Forman was welcomed as a new Board member.

V. Election of Officers

The following officers were seated:

Chairperson – Charles Davis – Anne Knack Motioned – Meta Sorge Second
Vice Chairperson – Meta Sorge – Anne Knack Motioned – Gladys Walker Second
Secretary – Gladys Walker – Anne Knack Motioned – Meta Sorge Second
Asst. Secretary – Anne Knack – Meta Sorge Moved – Gladys Walker – Second
Treasurer – Anthony Perito – Terry Forman Motioned – Gladys Walker Second

Motion carried to accept the slate of officers listed above.

VI. Open issues:

Mrs. Williams discussed ACF Environmental Health & Safety (ENVHS) Review, completed 10/27/2015-10/29/2015. The report cites that all areas are in compliance, there are no areas of non-compliance however, and one area of concern was the stained tiles in the bathroom. We have not received the report on the second review but will share with the Board upon receipt.

Dawn made a correction to Mr. Charles Davis, Board Chairpersons name.

The ownership of the Head Start website was in question. Head Start legal advisor, Terry Forman, will review contract.

The clothing bins were discussed again – if there are town codes and insurance carried. It was suggested to invite the gentlemen to our next Board meeting.

VII. Executive Director's Report:

The report was handed out and discussed.

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

The Board approved a Resolution from the County to request funds in the amount of \$31,000 to support the Head Start Program. Motion was made by Gladys Walker. Meta Sorge Second the Motion. Motion Carried.

VIII. Financial Report:

The Financial report for November was handed out by Dawn Kertesz-Lee as well as the current credit card expenses and the CACFP food reimbursement reports.

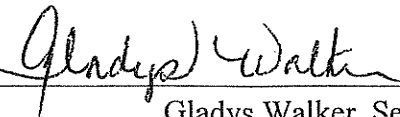
Meta Sorge made a motion to accept the Financial Report. Gladys Walker Second the Motion. Motion Carried.

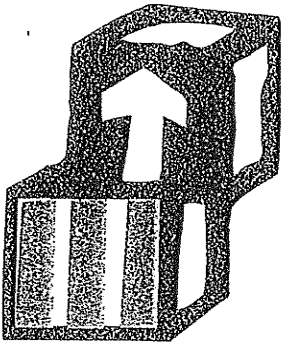
IX. New Business:

There was no new business to discuss.

Gladys Walker needed to leave at 1:20. Anne Knack was to take over the Secretarial duties.

At 1:22 Anne Knack made the Motion to adjourn. Meta Second the Motion. Motion Carried.

Submitted by 
Gladys Walker, Secretary



SULLIVAN COUNTY HEAD START, INC.
P.O. BOX 215
WOODBOURNE, NEW YORK 12788

Bertha Williams, Executive Director

Phone: (845) 434-4164

Fax: (845) 434-1935

TTY: 711

Email: info@headstart-sullivancounty.org

BOARD OF DIRECTORS' RESOLUTION

RESOLUTION TO AUTHORIZE CONTRACT WITH THE COUNTY OF SULLIVAN

Whereas, Sullivan County Head Start, Inc. is a private, non-profit agency operating in Sullivan County under an approved federal program as defined in Section 99-h of the General Municipal Law; and

Whereas, the County of Sullivan has appropriated \$31,396 in its 2016 budget to provide funding for its program; and

Whereas, Sullivan County Head Start, Inc. has requested such funding to defray the cost of such programs operated by it,

NOW, THEREFORE, BE IT RESOLVED:

1. The Executive Director of Sullivan County Head Start, Inc. shall execute an agreement with the County Manager of Sullivan County for the purpose of obtaining funds in the amount of \$31,396 to defray costs of the program not paid by federal funding, said sum to be paid upon voucher, in quarterly installments; said contract to be in form approved by the County Attorney.
2. Sullivan County Head Start, Inc. shall at its own cost and expense provide such books, records, and fiscal information as may be required by the Audit Department.

Moved by: Glady Walker 01/12/16

Seconded by: Mato Edge 01/12/16

Adopted on Motion: January 12, 2016

State Route 52 Complex
(845) 434-4164

Waverly Avenue
(845) 794-4622

Sullivan County Head Start, Inc. provides equal program and employment opportunities

Sullivan County Head Start, Inc.
Special Board of Directors Meeting
December 8, 2015

I. Call to Order

President 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, Rosella Pickens, Jean Van Lowe and Charles Davis. In addition staff members present were: Dawn Lee, Sylvia Diaz-Kohloa.

III. Minutes

Anne Knack made a Motion to accept the minutes of the previous meeting. Jean Van Lowe Second the Motion. Motion Carried.

IV. Open Issues:

We are trying to obtain ownership rights for our website. As soon as we are able to do that we will be able to upload various documents and applications.

V. Executive Director's Report:

The report was handed out and discussed.

Anne Knack made a motion to accept the Executive Director's report. Jean Van Lowe second the Motion. Motion Carried.

VI. Financial Report:

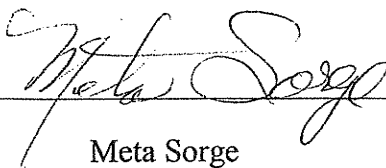
The Financial report for October was handed out by Dawn Kertesz-Lee. There has been one new application for HEAP.

Dawn also shared that we need to curtail expenses until the end of the fiscal year (March 31, 2016). Maintenance expenses has used up any surplus.

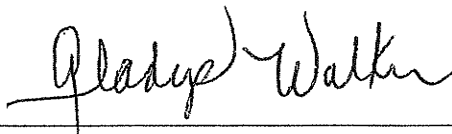
The Board reviewed the credit card expenses.

Anne Knack made a motion to accept the Financial Report. Jean Van Lowe Second the Motion. Motion Carried.

Minutes taken by


Meta Sorge

Submitted by



Gladys Walker, Secretary

Sullivan County Head Start, Inc.
Special Board of Directors Meeting
December 8, 2015

I. Call to Order

President 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, Rosella Pickens, Jean Van Lowe and Charles Davis. In addition staff members present were: Dawn Lee, Sylvia Diaz-Kohloa.

III. Minutes

Anne Knack made a Motion to accept the minutes of the previous meeting. Jean Van Lowe Second the Motion. Motion Carried.

IV. Open Issues:

We are trying to obtain ownership rights for our website. As soon as we are able to do that we will be able to upload various documents and applications.

V. Executive Director's Report:

The report was handed out and discussed.

Anne Knack made a motion to accept the Executive Director's report. Jean Van Lowe second the Motion. Motion Carried.

VI. Financial Report:

The Financial report for October was handed out by Dawn Kertesz-Lee. There has been one new application for HEAP.

Dawn also shared that we need to curtail expenses until the end of the fiscal year (March 31, 2016). Maintenance expenses has used up any surplus.

The Board reviewed the credit card expenses.

Anne Knack made a motion to accept the Financial Report. Jean Van Lowe Second the Motion. Motion Carried.

VII. New Business:

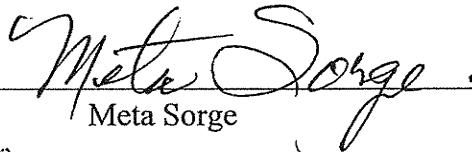
The new budget was handed out and reviewed.

Anne Knack made a motion to accept the new budget. Jean Van Lowe Second the Motion. Motion Carried.

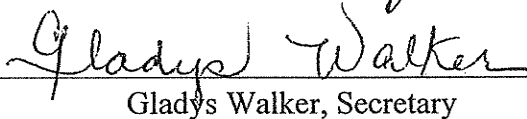
Collection bins from The Read Foundation that pay \$50.00 per month per site was discussed. The Board had some questions. Further discussion on this at next month's meeting.

Meta Sorge made the Motion to adjourn. Anne Knack Second the Motion. Motion Carried.

Minutes taken by


Meta Sorge

Submitted by


Gladys Walker, Secretary

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:

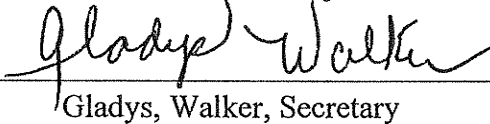
The HEAP program training starts on October 19th on how to complete the application process. A discussion took place (some questions were asked).

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

Sullivan County Head Start, Inc.
Special Board of Directors Meeting
August 5, 2015

I. Call to Order

Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:25 pm.

II. Attendance

The following Board members were present: Anne Knack, Jean Van Lowe, Gladys Walker, Rebecca LeClair and Charles Davis. Guest: Elizabeth Loarca, Auditor from Knack, Pavloff & Co. In addition staff members present were: Yvette McIntosh and Bertha G. Williams.

III. Audit

Elizabeth Loarca presented audit – went over management letters (pages 1 & 2) and second letter (pages 16 & 17). No issues with management were found.

- The opinion portion of the letter stated “We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion”
- The Statement of Financial Position shows a much improved position, with unrestricted funds amounting to \$58,000
- The Summary of Audit (page 21) states the Auditors’ Report as an unmodified opinion on the financial statements and there were no deficiencies or noncompliance issues. Sullivan County Head Start has qualified as a low-risk auditee.

A Discussion around increasing unrestricted funds took place noting that the Board members are active in recommending sources of funding.

Gladys moved to approve Audit. Rebecca LeClair Second the Motion. Motion Carried.

IV. 990:

Form 990 – page 6 part VII pointed out which asks:

7a. Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? Answer – No

7b. Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? Answer – No.

Gladys Walker made a Motion to accept report. Anne Knack Second the Motion.
Motion Carried.

The Federal Audit clearinghouse has been hacked so we were unable to submit audit.
We will keep checking the site to see when we can submit the audit.


Pension Restatement required by IRS for the 6 year cycle was reviewed. Gladys
Walker made a Motion to accept report. Anne Knack Second the Motion. Motion
Carried.

Anne Knack made a motion to adjourn. Gladys Walker Second the Motion. Motion
Carried. Meeting adjourned at 1:110 pm.

Minutes taken by _____

Yvette McIntosh

Submitted by _____



Gladys, Walker, Secretary

Sullivan County Head Start, Inc.
Board of Directors Meeting
June 9, 2015

I. Call to Order

Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:30 pm.

II. Attendance

The following Board members were present: Meta Sorge, Anne Knack, Jean Van Lowe, Gladys Walker and Charles Davis. In addition staff members present were: Bertha G. Williams.

III. Approval of minutes

Minutes of the May 12th, 2015 meeting were read. It was noted that section IV. Open Issues should read “and the Executive Director, Mrs. Williams responded.

Anne Knack made a motion to approve the minutes as amended above. Jean VanLowe Second the Motion. Motion Carried.

IV. Open Issues

A grievance was heard by teacher Jean Zager. (see attached)
OCFS has clear every issue except for two recent complaints. The executive Director, Mrs. Williams will respond.

- update concerns with classroom staff and other staff concerns.

V. Executive Director’s Report:

Monthly report handed out.

Review previous board discussion on In-Kind hours. This report (and others to follow, will include “Parent & Community volunteer hours.

Meta Sorge made a motion to accept the Executive Directors report. Jean VanLowe Second the Motion. Motion Carried.

VI. Financial Report

The memo regarding Summer Recess Benefits was handed out and looked over. It was revised 5/2015. It is to be added to the Personnel Policy as an addition,

The Financial Report was handed out and reviewed.

Gladys Walker moved to accept the Summer Recess Benefits summary as well as the Financial Report. Meta Sorge Second the Motion. Motion carried.

Sullivan County Head Start, Inc.
Board of Directors Meeting
May 12, 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: Meta Sorge, Anne Knack, Cara Kowalski, Jesse Hinton and Charles Davis. At 12:20 Marie Smith and Jean VanLowe arrived. In addition staff members present were: Yvette McIntosh.

III. Approval of minutes

Minutes of the April 14th, 2015 meeting were read. Anne Knack made a motion to approve the minutes as written. Jesse Hinton Second the Motion. Motion Carried.

IV. Open Issues

A teacher grievance has not reached the Board yet. OCFS investigated and Regional Office sent complaint as well and responded to. We have not heard back from either one.

V. Executive Director's Report:

Monthly report handed out.

Program Report:

- Volunteer and parent hours are included now in the In-Kind hours.

Anne Knack made a motion to accept the Executive Directors report. Jesse Hinton Second the Motion. Motion Carried.

VI. Financial Report

Yvette distributed and explained the April 2015 financial report in detail.

- Sandy Grant financial review took place on May 4-5, 2015. All of the required paperwork and backup was found to be in excellent order.
- A \$1,000 grant from the Sullivan Renaissance project will be used at Waverly to create a garden in collaboration with the 50th Anniversary of Head Start which was announced in the Rose Garden of the White House fifty years ago. A discussion regarding the dedication of the garden took place.
- A letter of resignation from Kuli Kask was received.
- Board reviewed the credit card expenses as well as the CACFP monthly reimbursement.

Jesse Hinton made a motion to approve the financial report. Jean VanLowe Second the Motion. Motion Carried.

Meta Sorge moved to adjourn the meeting at 1:15 pm Marie Smith Second the Motion.
Motion Carried.

Minutes taken by Meta Sorge
Meta Sorge

Submitted by _____
Secretary

Sullivan County Head Start, Inc.
Board of Directors Meeting
April 14, 2015

I. Call to Order

Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:19 pm.

II. Attendance

The following Board members were present: Meta Sorge, Anne Knack, Marie Smith, Rebecca LeClair and Charles Davis. In addition staff members present were: Bertha Williams and Yvette McIntosh.

III. Approval of minutes

Minutes of the March 17th, 2015 meeting were read Meta Sorge made a motion to approve the minutes as written. Marie Smith Second the Motion. Motion Carried.

IV. Open Issues

Consensus of the Board was that the entire Board serves as the committee. If the need arises for a committee it will be appointed at that time
Spoke of Policy Council representative being in attendance at the Board meeting.

V. Executive Director's Report:

Monthly report handed out.

Program Report:

- Some bus issues and a great deal of illness that affected both students and staff all contributed to the low attendance
- Financials – some extra money was used for supplies in the classroom and small incentives to employees as well as a new phone system.
- Personnel – there was a grievance as a result of a new policy on meal & break periods.
- Question by Meta on Report of In-Kind volunteer numbers. It will be checked into.

Meta Sorge mad a motion to accept the Executive Directors report. Rebecca LeClair Second the Motion. Motion Carried.

VI. Complaint

The Regional Office received a complaint in regards to the program and the Board. Same allegations that were reported to OCFS but with mention of the Board. They requested a list of Board Members, number of years they have served on the Board, Bylaws, Minutes of the meetings from September to March, (15 items were requested) The allegations were responded to.

We are still awaiting final response from OCFS on the allegations.

VII. Financial Report

Yvette distributed and explained the March 2015 financial report in detail.

- Expenses within reason
- Grant must be spent – cannot carry over until next year. Restricted vs. nonrestrictive.
- End of Fiscal Year, will be accruing expenses
- Whatever is left will go to the Pension Plan
- We have until August to spend the Sandy Grant
- New fire escape should finish off the rest of the grant.

Rebecca mad a motion to approve the financial report. Meta Sorge Second the Motion. Motion Carried.

VIII. New Issues

- Succession planning

Meta Sorge moved to adjourn the meeting at 1:15 pm Rebecca LeClair Second the Motion. Motion Carried.

Minutes taken by _____

Rebecca LeClair

Submitted by _____


Secretary