

Policy Council ~ Meeting Date – Monday April 11, 2016 ~ Hoss's Restaurant ~ Somerset, PA ~ 11:15 AM

Meeting was called to order by Michelle Kimble. Minutes from March meeting were reviewed. Motion made by Elaina Knopsnyder and seconded by Missy Toy. Unanimous vote and all approved as written.

Dave Mrozowski gave the Executive Director's report. He stated that monies that had been borrowed during the state budget impasse, had all been paid back at this time. A question was asked about the interest payment, and it was explained that there are grant sources that allow for the interest to be charged back to them. Dave also mentioned about a donation from Hoss's of evaporated milk.

Anne Garrison gave the director's report going over all numbers and enrollment. All sites were fully enrolled for the month, with everything on an increase, ie. Dentals, medicals, immunizations. Attendance was low at 81%, which she attributed to illnesses over the winter.

Anne introduces Alex Bastidas, the Financial Director, along with Talessa and Chelsey from his office that work with him on budget and payroll for these programs. Alex used this time for the budget training and discussion, using the monthly budget report as the catalyst to understanding what is being reported out each month. He shared information about Head Start, Early Head Start and the credit card statement. One person asked about a "surface pen" that was listed on the statement, just wanting to know what it was. Anne explained that it was a tool for the computer, and she explained why it was listed on the report as a credit also. (purchased, and was charged tax, purchased new with no tax, original purchase was refunded) After the discussion about the financial report, Sue Knarr made a motion to approve the financial report as presented, Ginny Kelly seconded and it was approved unanimously.

Anne then presented 2 thing :

1. The annual report from school year 14-15. This is a Head Start report that needed completed to close out a different year. The information was presented and explained. Ginny Kelly made a motion to approve the report as presented, Michelle Kimble seconded the motion, and the group agreed unanimously to accept the report.
2. Rating sheets for enrollment (ERSEA) were presented for the body to approve. Michelle and Katrina spoke of adjustments that were made at the recruitment meeting, The materials were mailed with the meeting agenda, there was discussion about the "income eligible" category and the adjustment that was made based on the march 2015 new rule. Sara Butterbaugh motioned to approve the rating criteria sheets with Katrina Flamm seconding it. There was another unanimous vote of approval of these forms and criteria.

The next meeting is slated for Monday May 9, with the executive committee coming to the office on Monday May 2 at 10:30 to prepare for the meeting.

Missy Toy made a motion to adjourn the meeting and Elaina Knopsnyder seconded that motion with approval to adjourn at 12:58 pm.