

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, February 28th, 2022

MEMBERS PRESENT: David A. Scharoun, Eric Caballero, Judge James Cecile (Development Chair), Shirley Copes (Planning Chair), Nicholas DeMartino, Paula Freedman, Elizabeth Hakanson, Steven Hodgins, Edward Perry, Erich Shafer, Robert Tackman (Finance Chair), Patricia Usherwood Fitzpatrick, Jason Wallace, DJ Williams

MEMBERS ABSENT: Charles Garland, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Tonia Thornton

STAFF PRESENT: Carolyn Brown, Jamie Colucci, Becky Heberle, Catherine Green Harris, Kathleen O'Brien, Nancy Turo

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:52pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was participating via teleconference.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

*The President requested a motion to approve the January Board Meeting minutes;
Judge James Cecile moved to approve the January Board Meeting minutes;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.*

ACTION ITEM: AUTHORIZATION OF CSBG GRANTEE SIGNATURES

CFO Kathleen O'Brien referred to a form, which had been copied to all Board members, listing staff to be authorized by the Board as signers for documents related to the Community Services Block Grant (CSBG) for federal fiscal year 2022. She noted that the form had been updated from the previous year to list Carolyn Brown as Executive Director.

***The President requested a motion to authorize the revised list of signers for CSBG FFY2022;
Mr. Robert Tackman moved to authorize the revised list of signers for CSBG FFY2022;
Mr. Erich Shafer seconded the motion;
The motion carried unanimously.***

PRESENTATION: HS/EHS GOVERNANCE & MANAGEMENT COMPOSITION REQUIREMENTS

HS/EHS Director Becky Heberle presented a summary of the Board of Directors roles and responsibilities as they relate those of the HS/EHS Policy Council and management staff, in the governance and management of the Head Start / Early Head Start program. Ms. Heberle also presented an analysis of COVID-19 infections and risk factors at HS/EHS sites.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to review the monthly financial statistics. Ms. O'Brien noted that these statistics reflect the First Close for the end of the previous fiscal year, and that the books will be held open for completion of the year-end closing. She reported that the net income before depreciation as of January 31st is \$126,558 versus a budget of (\$231,224), and noted that the net income from normal operations is (\$5,101) which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers.

Ms. O'Brien also reported that as of January 31st the current ratio of assets over liabilities is 143.19%, the line of credit balance is \$0, and the indirect rate is 23.17%, noting that the agency is approved for an indirect rate of 24%.

Ms. O'Brien discussed fundraising revenue and the analysis of self-insurance reserve. She also reported that the annual audit is progressing as planned.

***The President requested a motion to accept the Finance Committee report;
Mr. Eric Caballero moved to accept the Finance Committee report;
Mr. Nicholas DeMartino seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the committee decided to ask Elizabeth Hakanson to serve as the Board representative to the HS/EHS Policy Council.

The President requested a motion to accept the Development Committee report;
Ms. Paula Freedman moved to accept the Development Committee report;
Ms. Elizabeth Hakanson seconded the motion;
The motion carried unanimously.

EEO/PERSONNEL COMMITTEE REPORT:

President Scharoun asked Mr. Edward Perry to present the committee report. Mr. Perry reviewed the minutes of the February committee meeting, which focused on the employee COVID-19 vaccination policy, turnover rates and an analysis of a recent wage comparability study.

The President requested a motion to accept the EEO/Personnel Committee report;
Mr. Steve Hodgins moved to accept the EEO/Personnel Committee report;
Mr. Jason Wallace seconded the motion;
The motion carried unanimously.

PLANNING COMMITTEE REPORT:

President Scharoun asked Ms. Paula Freedman to present the committee report. Ms. Freedman reported that HS/EHS Child Development & Health Services Manager Holly Hastings presented the Fall 2021 child outcomes assessment reports, using aggregate data from the assessment tool *Teaching Strategies GOLD*.

The President requested a motion to accept the Planning Committee report;
Mr. Edward Perry moved to accept the Planning Committee report;
Mr. DJ Williams seconded the motion;
The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that analyst Theresa Walsh from the Department of State visited the agency to conduct the annual CSBG Review, and that no immediate issues came up.

Ms. Brown reported that adult development theory trainer Aurel Moody will conduct a virtual training session for all staff this spring.

Ms. Brown reported that a proposal for staff incentive payments that was recently approved by the Board is awaiting final approval from the Head Start Regional Office.

Ms. Brown gave updates on recent facilities improvement projects which were funded through the CARES Act.

Ms. Brown reported that results of the recent wage comparability study are being analyzed and shared with program directors.

Ms. Brown reported that a spring ceremony is being planned to honor former Executive Director Joseph O'Hara, which will include the planting of a new tree and a plaque.

Ms. Brown reported that the agency is monitoring the East Adams Street public housing revitalization project and gathering feedback from residents and agency clients.

CENTER REPORTS:

Monthly program updates for Big Brothers Big Sisters, Family Resource Centers, Senior Services, and Head Start / Early Head Start were distributed to all Board members in meeting packets for their review.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

The President requested a motion to adjourn the February 28th, 2022, Board meeting;

Judge James Cecile moved to adjourn the February 28th, 2022, Board meeting;

Ms. Shirley Copes seconded the motion;

The motion carried unanimously.

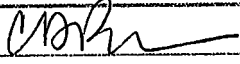
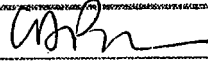
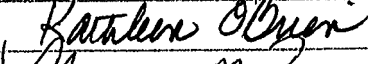
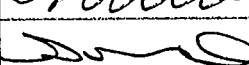
The February 28th, 2022, Board Meeting adjourned at 5:42pm.

COMMUNITY SERVICES BLOCK GRANT
Federal Fiscal Year 2022
Grantee Authorized Signatures

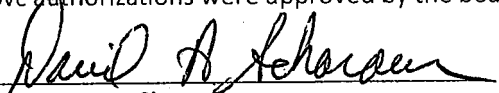
Date: February 11, 2022

Contract #: C1001476

Contractor: People's Equal Action and Community Effort, Inc.

DOCUMENT	TITLE	NAME	SIGNATURE
Contracts/Amendments	Executive Director	Carolyn D. Brown	
Program Reports	Executive Director	Carolyn D. Brown	
	Director of Family Services	Mary Beth Welch	
Financial Reports	Executive Director	Carolyn D. Brown	
	CFO	Kathleen O'Brien	
	Controller	Nancy C. Turo	
	Senior Accountant	Sandy Williamson	
Vouchers	Executive Director	Carolyn D. Brown	
	CFO	Kathleen O'Brien	
	Controller	Nancy C. Turo	
	Senior Accountant	Sandy Williamson	

The above authorizations were approved by the board of directors.



Signature

Board Chair

Title

David A. Scharoun

Printed Name

Date

3/2/2022

Board of Directors Roles and Responsibilities

The Board of Directors will guide and oversee all policies which are set for the program in accordance with 1304.50.

General responsibilities include:

1. Ultimate responsible for legal and fiscal activities of the organization.
2. Responsible for establishing priorities for the organization, developing and evaluating programs and determining appropriate policies.
3. Responsible for hiring, firing, and evaluating the Executive Director, Human Resources Director, Finance Director.
4. Ensure that procedures for program planning are in place.
5. Ensure that that all funding applications and amendments are submitted to HHS.
6. Establishing criteria for recruitment, selection and enrollment of children.
7. Approving the composition of the Policy Council and the procedures by which members are chosen.
8. Approving the Policy Council bylaws.
9. Ensuring that procedures are in place for the hiring and firing of Head Start staff.
10. Ensuring reimbursement for Policy Council member's expenses is available.
11. Determining Head Start employment policies and periodic changes.
12. Ensuring that during the annual self assessment that the program is carrying out the programmatic and fiscal intent of its grant application, including review of the annual audit and findings from the Federal monitor review.
13. Ensuring that there are written policies that define the roles and responsibilities of the governing body members and to inform them of the management procedures and functions necessary to implement a high quality program.
14. Ensuring that there are procedures for the implementation of shared decision making.

15. Ensuring that there are written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.
16. Ensuring that appropriate internal controls are in place and implemented to safeguard federal funds.
17. Ensuring that an annual audit is conducted.

Operating responsibilities include:

1. Establish and maintain procedures for hearing and working to resolve community complaints about the program.

The Board of Directors must approve or disapprove:

1. Procedures for program planning.
2. The program's philosophy, long and short range program goals and objectives, including the annual self-assessment results and grantee improvement plan
3. Center locations.
4. Funding applications and amendments.
5. The number and members of all policy groups and the methods for recruiting and selection.
6. Written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.
7. Procedures for shared decision making.
8. Procedures for resolving internal disputes.
9. Personnel policies and periodic changes to them.
10. The hiring and firing of the Executive Director, Human Resources Director, Finance Director

Head Start Governance and Management Composition Requirements

Governing Body and Tribal Council Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

The governing body is composed of:

- At least one member with a background and expertise in accounting or fiscal management;
- At least one member with a background and expertise in early childhood education and development;
- At least one member who is a licensed attorney familiar with issues that come before the governing body; and
- Additional members who reflect the community to be served, including parents of currently or formerly enrolled children, and are selected for their expertise in education, business administration, or community affairs.

Please note that the Head Start Act does allow for *exceptions* to these composition requirements in certain cases; for further information regarding exceptions and the use of consultants, refer to the Head Start Act [Sec. 642\(c\)\(1\)\(B\)\(v\) and \(vi\)](#).

Policy Council Assumes Responsibility for Head Start Program Direction

The Policy Council is elected by the parents of children who are currently enrolled in the Head Start program.

The Policy Council is composed of:

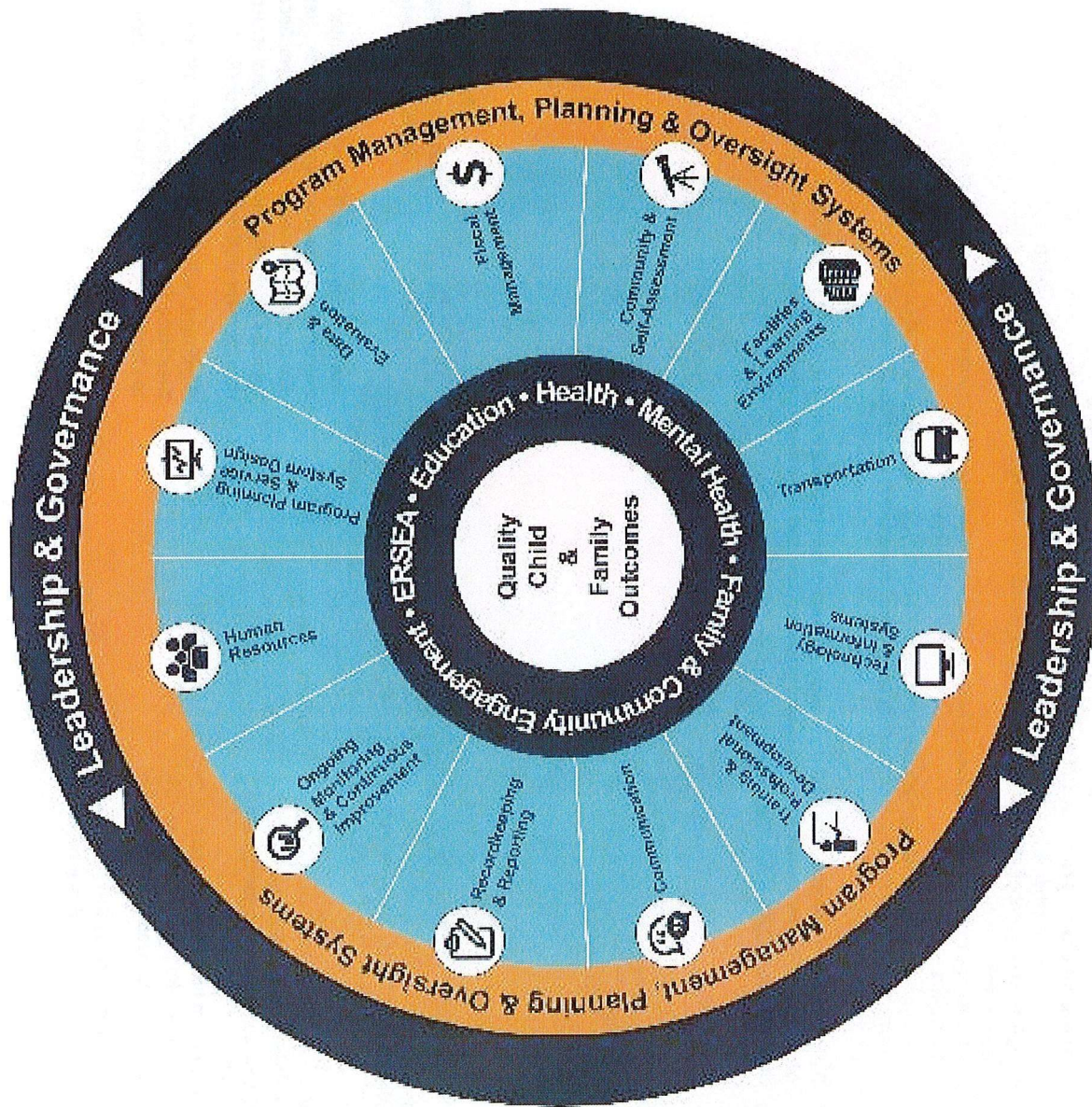
- Parents of children currently enrolled in the Head Start program (including any delegate agency), who constitute a **majority** of the members of the Policy Council; and
- Members at large of the community served by the Head Start program (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program.

Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

Management Staff Assumes Operating Responsibility for Head Start Day-to-Day Functions

The management staff includes the grantee organization's executive director, chief financial officer, Head Start program director, and key Head Start managers. Because different agencies have different organizational structures, key management staff titles and responsibilities can vary.

Governing body and Tribal Council members should refer to their Head Start program's organizational structure or chart to identify key Head Start managers in their organization.



ADMINISTRATION FOR

CHILDREN & FAMILIES



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Program Management, Planning & Oversight Systems

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