

Development Committee Minutes

via Zoom/Telephone/in person

Tuesday, March 5, 2024

MEMBERS PRESENT: Judge James H. Cecile (Chair), Robert T. Tackman, Erich W. Shafer

MEMBERS EXCUSED: Nicholas J. DeMartino

MEMBERS ABSENT: None

GUESTS PRESENT: None

STAFF PRESENT: Carolyn D. Brown

CALL TO ORDER:

The March 5, 2024 Development Committee meeting was called to order at 12:21 PM by Judge James Cecile. It was noted for the record that a quorum was present.

APPROVAL OF PREVIOUS MINUTES

Robert Tackman made a motion to approve the February Development Committee Meeting minutes. The motion was seconded by Erich Shafer, and unanimously approved.

HS POLICY COUNCIL PRESIDENT

At the HS/EHS Policy Council January 17, 2024 meeting, Darryl "DJ" Williams was reelected to a new term as the HS Policy Council President.

Judge Cecile made a motion to recommend Darryl "DJ" Williams to the Board as the Head Start Policy Council representative to the Board. The motion was seconded by Erich Shafer and unanimously approved.

This recommendation will be forwarded to the full Board at their next meeting.

BY LAWS REVIEW

The By Laws will be reviewed in April at the Development Committee Meeting and the full Board of Directors Meeting.

OLD BUSINESS: None

The interview process for Food Service Director is going well.

NEW BUSINESS:

We hired Morgan Striggles as the Associate Director of Human Resources.

OTHER: None

ADJOURNMENT:

The meeting was adjourned at 12:30 PM.

MINUTES	Policy Council Meeting
	Zoom
	Date: January 17, 2024

Darryl Williams

- Meeting called to order @ 10:05am
- **Attendees:** Jacki Evans, Tammi Hatch, Jackie Pratt, Darryl Williams, Siobhan Grevelding, Alicia Colon, Ashley Johnson, Antonique Vinson, Leanne Sturgeon, Mitayah Donerlson, Brianne Carbonaro, Kim Barone, Caleb Keane, Jessica Smith, Jamie Colucci, James Simpson, Jim Cecile, Heather Green, Latasha Luckie

New Member Vote

- Heather Green (community member), Ashley Johnson (Genesee), Jessica Smith (community member), Siobhan Grevelding (community member)
 - Motion: Alicia Colon 2nd: James Cecile
 - Unanimous show of hands
 - Motion approved

Tammi Hatch

- Presented changes to current health policies
 - Remove Oral Health Addendum (used during Covid)
 - Teachers can continue table top brushing or go back to traditional brushing
 - Remove Daily Health Check Addendum (used during Covid)
 - Back to original process, pre Covid, only take temperatures as needed
 - Remove Medication Administration Addendum (used during Covid)
 - Will begin nebulizer treatments again
 - Remove Short Term Exclusion Addendum (used during Covid)
 - Covid Mitigation Policy revised
 - Added guidelines for a direct exposure in the home
 - Changed daily health check language (temps only as needed)
 - Motion to accept changes: Mitayah Donerlson 2nd: James Simpson
 - Unanimous show of hands
 - Motion approved
- Families are still informed if there is a positive case in child's classroom, tests sent home and encouraged to test child

Approval of Minutes from 12/20/2023 and 1/3/2023 (exec) meetings

- Corrections to be made:
 - Spelling of two names (Brianne and Luckie)
- Motion with corrections: Leanne Sturgeon 2nd: Alicia Colon
 - Unanimous show of hands
 - Motion approved

Caleb Keane

- Reviewed December financial report
- Fiscal year ends January 31, 2024
 - Has reviewed with Becky Heberle and Nancy Turo the funds remaining
- Informed that he will be going to part-time, 2 days a week (most likely Tuesday/Thursdays)
- Motion to accept report: Brianne Carbonaro 2nd: Ashley Johnson
 - Unanimous show of hands
 - Report accepted

Jamie Colucci

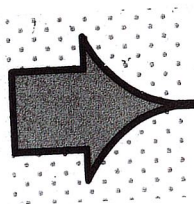
- Open positions total 30% agency wide (approx. 30 positions) which is less than it has been
 - Family workers are the biggest need
- Merrick needs 1 of every position
- Not many hires or resignations in December (typical for that month)
- Question asked about working in same building as child attends
 - Kim and Jamie explain protocol
- Motion to accept report: Brianne Carbonaro 2nd: Ashley Johnson
 - Unanimous show of hands
 - Report accepted

Kim Barone

- Education staff training day went well yesterday (math training)
- Reviewed Director's Report
- Conversation about lead and radon testing; Jacki Evans will get more information from Tammi Hatch (Health Coordinator)
- Motion to accept report: James Simpson 2nd: Antonique Vinson
 - Unanimous show of hands
 - Report accepted

Vote for Officers

- Jackie E. shows officer job descriptions; term is for 1 year
- Explains community representatives don't hold officer spots, but if feel strongly, may be able to attend the exec team meetings



Vote for President

- Alicia Colon nominates Darryl Williams 2nd: Mitayah Donerlson
 - Unanimous show of hands
 - Motion accepted – Darryl Williams is President
- Vote for Vice President
 - Mitayah Donerlson nominates self
 - Motion: James Cecile 2nd: Antonique Vinson
 - Unanimous show of hands
 - Motion accepted – Mitayah Donerlson is Vice President
- Vote for Secretary
 - Alicia Colon nominates self
 - Motion: James Cecile 2nd: Mitayah Donerlson
 - Unanimous show of hands
 - Motion accepted – Alicia Colon is Secretary
- Vote for Treasurer
 - Leanne Sturgeon nominates self
 - Motion: Alicia Colon 2nd: Latasha Luckie
 - Unanimous show of hands
 - Motion accepted – Leanne Sturgeon is Treasurer
- ERSEA Representative
 - No one came forward; more time given to think about it

Jacki Evans

- Presented Family and Community Engagement report
 - Mitayah Donerslon met with family and intake workers to talk about building relationships with families
 - Community groups going well (Thriving, Not Just Surviving and Fatherhood)
- Motion to accept report: Leanne Sturgeon 2nd: Brianne Carbonaro
 - Unanimous show of hands
 - Report accepted

Sharing from Sites

- Alicia Colon: Merrick update
 - Focusing on math – bulletin board at site with math facts and resources available for families
- Heather Green: Merrick updates
 - Working with family worker to look at getting a Thriving group started at the site – will ask what times work best for people interested in meeting
 - Is going to attend the next Merrick meeting on 1/23/2024

Next full meeting will be on February 28, 2024 – in person at Sumner with a Zoom option

Darryl Williams

- Meeting adjourned at 11:21am

Respectfully submitted,
Jackie Pratt
HS/EHS Program Assistant