



**Board of Directors Minutes
March 13, 2007**

5pm Dinner & Presentation
5:30 Regular Meeting

Members : Janet Bianchini, Lois Fitzhugh, Peggy Hartman, David Irwin, Carole Leonesio, Ivor Thomas, Pat Thomas, Leigh Witzke, Jo Ann Wojcik, Dave Wolf, Dr. Trevor Del Pape, and Melissa Sampley

Distribution List: Board Members, Denyse Cardoza, Nancy Myers, Christine Mattos, and Tiffany Mair

Attending: Janet Bianchini, Lois Fitzhugh, Peggy Hartman, David Irwin, Ivor Thomas, Pat Thomas, Jo Ann Wojcik, Dr. Trevor Del Pape

Excused: Carol Leonesio, Dave Wolf

Staff: Denyse Cardoza, Tiffany Mair, Christine Mattos, Nancy Myers

Desired Outcome: By the end of this meeting, we will

- View Male Involvement presentation during dinner
- Review minutes from past Board of Directors meetings
- Hear Executive Director Report
- Hear reports from Committees
- Elect new Officers
- Vote on the new auditor
- Vote on the \$1,000.00 advance for the golf tournament
- Vote on Policies and Resolutions
- Vote on Annual Self Assessment

Agenda

<u>Item</u>	<u>Presenter</u>
<u>Male Involvement Presentation @ 5pm (During dinner)</u>	Tom Grayson

- Tom presented the Male Ambassador program that was unveiled at the Oakland California Head

Start Association conference.

- We recently received the evaluations of this presentation at the Oakland conference. The presentation received a perfect score!
- Tom also presented information on the Bonus Bucks Books. Parents are facilitating the book sale process and are encouraged to participate and offer in-kind in return for earning books for their families.
- Male involvement has also improved the system for tracking data on father involvement. This will fit well with the new ChildPlus.net database that the program is utilizing.
- All the Daddy in the Picture photos have been updated in the office.
- Tom presented his Male Involvement KidZKount Donation Proposed Budget.
- Tom also presented a slide show on KidZKount Male Involvement from 2007.

Pledge of Allegiance

Jo Ann Wojcik

Call to Order @ 5:48pm

Roll Call

Lois Fitzhugh

Approval of Agenda

Jo Ann Wojcik

Additions

Actions:

PIR PIP
Child and Adult Care Food Program
Colfax After Care Scholarships
Diaper Incentives

MSC / Dave Irwin / Peggy Hartman to approve the agenda as amended.

Approval of Minutes *February 14, 2008*

Lois Fitzhugh

MSC / Peggy Hartman / Ivor Thomas to approve the minutes.

Executive Director Report

- Program Update
 - Annual Self Assessment: The process is complete and will be presented for approval during the meeting.
 - Bylaws and Standing Rules: These have been updated and revised to bring the documents into alignment with the Reauthorization Bill.
 - Program Governance Policy and Resolution Changes: These documents have been reformatted and have been submitted for the approval of the Board of Directors.
 - Staff In-Service Awards Luncheon: The in-service will be March 14, 2008. Board members are welcome to join staff for lunch and the awards banquet.

- Community Partners
 - Auburn Kiwanis recently donated \$500 to KidZKount following Denyse's speaking engagement.
 - Pat has been scheduling with Linda Scudder to have Kiwanis members read to children at some of our KidZKount sites.
 - The Grass Valley Kiwanis would like Denyse to speak at their meeting in April.

- Legislation Update
 - We recently received a handout on Head Start Reauthorization regarding program governance. It provides legal advice on how to proceed with these new specifications.
 - Denyse received an email on the latest legislative update. She forwarded it on to Board members.
 - We have been in contact with local papers to encourage them to publicize Head Start's funding situation.

Executive Committee Report

Lois Fitzhugh

- The group met on the changes from Reauthorization and proposed changes to the bylaws and standing rules.
- Lois reviewed some examples of some of the changing roles of the Board of Directors. All of these changes will be addressed in the bylaws and standing rules to be voted on later in this meeting.

Committee Reports

- **Finance Committee**

Ivor Thomas

- Ivor reviewed the minutes from the Finance Committee.
- Concerns were expressed over the low enrollment in the Colfax After Care program. The scholarship proposal, to be voted on in this meeting, is designed to assist this program and families who might not otherwise be able to enroll.
- Late charges were discussed. Nancy presented a spreadsheet covering details of these isolated issues.
- **Finance Report**
 - Financials
 - We did very well at closing out the end of the year.
 - Closed Loop
 - Unrestricted Funds Cash Flow

- **Program Committee**

Pat Thomas

- Pat reviewed the committee minutes with the Board. The annual Self Assessment was reviewed as well as the proposed changes to the Policies and Resolutions.
- OSHA has recently visited the office so we have been going over many facility issues with a fine-toothed comb. We have

taken the necessary actions to address concerns around the office. The OSHA representative was very pleased with our modifications and we await the final report.

- There will be no meeting in March.

- Personnel Committee

Peggy Hartman

- There was no meeting.

- Resource Development Committee

Pat Thomas

- Susana Lopez has agreed to Chair the committee.
- The calendar was reviewed and the committee determined that we have more events on the table than people to make them happen. We are looking at maybe postponing the car show until next year.
- A booth kit and check list are being put together by Denyse and Susana.
- The next meeting is 11:30 at Denny's on March 19th. (Denyse's birthday!)

- Board Development Committee

Jo Ann Wojcik

- Tiffany handed out the completed Resource Manual for Board members. Everyone reviewed their binders.
- It was suggested that revision dates should be added to the binders.

- Policy Council Report

Jo Ann Wojcik

- Linda Scudder provided an excellent training on getting parents involved in the program.
- Bylaws and standing rules were reviewed and approved.
- Policies and resolutions were approved.
- The annual Self Assessment was approved.
- A new secretary and parliamentarian were nominated.

Action Items:

- Election of Officers Jo Ann Wojcik
 - **MSC / Ivor Thomas / Pat Thomas to keep all officers in place for one year.**

- New Auditor Denyse Cardoza
 - The Finance Committee made a recommendation in January on approving the new auditor.
 - **MSC / Lois Fitzhugh / Ivor Thomas to accept Vasin, Heyn & Co. as the new auditor.**

- Golf Tournament Budget Denyse Cardoza
 - **MSC / Dave Irwin / Lois Fitzhugh to approve the budget as submitted.**

- Policies and Resolutions Denyse Cardoza
 - Board members reviewed the Policies and Resolutions in their Resource Manuals for approval.
 - We have updated the Roles and Responsibilities to reflect the changes from the Head Start Reauthorization bill.
 - **MSC / David Irwin / Ivor Thomas to approve the changes the Policies and Resolutions, including any updates to bring the documents in alignment with the Reauthorization bill.**

- Annual Self Assessment Christine Mattos
 - Christine Mattos presented the completed annual Self Assessment, recently approved by the Program Committee and Policy Council.
 - We received lots of positive feedback from our TA Specialist on the progress we

have made over the past year.

- This year's document is much more streamlined than last year's product. We have reduced the number of pages to 23 from 83!
- We have identified strengths and areas of need throughout this process. Many of the improvements we have made to the agency have come out of this rich Self Assessment process.
- The Self Assessment is a great way to get more involved in the program and delve into different areas of the organization. We will be encouraging even more parent participation in the future.
- **MSC / Lois Fitzhugh / Peggy Hartman to approve the 2007-08 Self Assessment.**

- *Bylaws and Standing Rules Revision*

Jo Ann Wojcik

- Jo Ann reviewed the changes to the bylaws one by one.
- Human Resources will be spelled out in stead of appearing as HR in the change in the Board of Directors bylaws.
- **MSC / Pat Thomas / Dave Irwin to approve the Board of Directors Bylaws and Standing Rules as revised.**
- Policy Council Bylaw changes were reviewed.
- **MSC / Lois Fitzhugh / Ivor Thomas to approve the Policy Council Bylaws as revised.**

- *PIR PIP*

Denyse Cardoza

- Denyse presented information on the Program Information Report Program Improvement Plan (PIR PIP).
- Managers are working with Associate Director Christine Mattos to ensure that the agency is completing items identified

for improvement.

- This is one of the best PIRs we have ever had. We are improving our program every year.
- **MSC / Lois Fitzhugh / Janet Bianchini to approve the PIR PIP as written.**

- *Child and Adult Care Food Program (CACFP)*

Denyse Cardoza

- We recently were reviewed by this program. We had two findings that were addressed and corrected. We had transposed two numbers in our original report. This has been corrected. The other finding was that we served soup to an infant in an amount that fell below the daily nutrition requirement. We trained our staff on measurements for food portions for our children. The issue was probably more in the documentation rather than practice.
- **MSC / Lois Fitzhugh / Peggy Hartman to approve the CACFP corrective action as presented.**

- *Colfax After Care Scholarships*

- The Finance Committee recommends funding \$1,098 per child for scholarships.
- **MSC/ Pat Thomas / Lois Fitzhugh to approve the \$5,000 in scholarships to be dedicated to the Colfax After Care program.**

- *Diaper Incentives*

- Site Supervisor Cindy Santa Cruz requested diapers to use as incentives for the Teen Program to encourage teenage mothers to attend classes and other functions to support their education.
- **MSC / Ivor Thomas / Pat Thomas to**

approve \$500 for the diaper incentive program.

Old Business

New Business

- Jo Ann read a letter from Dave Wolf requesting he be granted a leave of absence until June 2008.
- **MSC / Lois Fitzhugh / Peggy Hartman to approve Dave Wolf's leave of absence.**
- Jo Ann read a letter from Pat Thomas, who submitted her resignation to the Board of Directors, though she would like to continue to serve on the Golf Committee.
- **MSC/ Lois Fitzhugh / Peggy Hartman to accept Pat Thomas' resignation with regret.**
- Denyse would like to request that we move the date of the Board of Directors meetings. We do not currently have enough time to translate our materials for Policy Council into Spanish and to have enough time to distribute materials to members in a timely manner.
- **MSC / Lois Fitzhugh / Peggy Hartman to change the Board of Director meetings to the third week of the month beginning in April and amend the Standing Rules to reflect this change.**

Adjournment @ 7:55pm

Calendar Update

Finance Committee	04/24/08	9:00AM
Program Committee	04/24/08	10:30 AM
Personnel Committee Meeting	04/22/08	9:00AM
Resource Development Committee	03/19/08	11:30AM
Board Development Committee	03/20/08	9:00AM
Policy Council	04/02/08	9:00AM

Board of Directors 04/10/08 5:00PM