

## May 22, 2014 Board Meeting Minutes

Central Office, Coolidge AZ

1. **Call To Order** at 6:42pm Caryl, President  
**Roll Call** – HR, Secretary  
Attending: Caryl, HR, Lucas, Bertha, Orlenda, Audrey, & Dr. K Absent: Ann & Tracy. There is a quorum.
2. **Presentation Audit** – Randall Brookshire reviewed Purpose - Audit – Basic Financial Statements, Single Audit, Retirement Plan, and Preparation of Form 990 Information Return (PowerPoint).
3. **Acceptance of Agenda** Caryl, President  
*Motion to accept the agenda with executive session was made by Lucas, seconded by Linda; motion carried.*
4. **Approve April Meeting Minutes** – 04/08/14 and 04/11/14 minutes were emailed to members for review.  
*Motion to approve both April meeting minutes as presented was made by Orlenda, seconded by Bertha; motion carried.*
5. **Discussion Items** -
  - a. NHTSA Update – two grants are open, but we have reviewed and elected to not apply.
  - b. ACF Communications & OHS Correspondence - Transportation Waiver and S. Sandoval's Education Waiver was received.
  - c. 60+ Banquet NHTSA Update – June 14<sup>th</sup>. Board is invited to attend. Will be in Maricopa – dinner and activities. Invitation will be sent out, please RSVP to Nikki or Melanie.
  - d. Pre-Service Invitation – August 11-13<sup>th</sup>. Board is invited to attend. Held at Holiday Inn in Casa Grande. Agenda will be sent out, please RSVP to Melanie.
  - e. 2014 Employee Survey – results emailed, 70% of employees responded. Two main issues – (1) Pay Level – we are developing a White Letter to explain HSPS requirements; (2) Work-Life Balance – plan to have a presenter at mid-service and address throughout the year.
6. **Approve Consent Agenda Items (Monitoring Reports)**
  - a. April Policy Council Minutes
  - b. Monthly Program Report (ADA) – EHS attendance is at or above 85%, PHS programs are having difficulty with attendance, the documentation shows that this is due to child illness and families in crisis.
  - c. Child Meal Count – over 13,333 meals were served; this is low because we no longer fill slots as children exit the PHS program.
  - d. HS & EHS Teaching Staff Education Reports – 32 PHS teachers meet education requirements, 6 are currently on waiver. 12 TA's meet education requirements, 26 are working towards their CDA. All 4 EHS teachers meet the education requirements.
  - e. Quarterly Reports – these were sent out, update activities on Self-Assessment, Agency Goals, Planning, PFCE, & School Child Assessment Outcomes.
  - f. Site Event Reports – summary of what sites have been doing to meet our agency goals and success stories that give you a parent's point of view.*Motion to approve the monitoring reports as presented was made by HR and seconded by Orlenda; motion carried.*
7. **Action Items**
  - a. Executive Session – Board members and Melanie discussed rather CEO evaluation should be conducted in executive session. *It was determined executive session was not needed.*

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- b. **CEO Evaluation** – Board of Director’s summary page was shared. 80% of Board Members participated. Prior to the meeting the Board received the Policy Council, Site Manager, Central Office staff evaluation results and Melanie’s accomplishments and goals. No Improvements were identified.

*Motion to accept the CEO Evaluation as presented was made by Linda, seconded by Lucas; motion carried.*

- c. **Personnel Report**

Resignations – 3, New Hires - 4, Promotions – 4

*Motion to accept the personnel report as presented was made by Audrey, seconded by Dr. K; motion carried.*

- d. **Monthly Financials** (HS, EHS, Community, Board, Stock, CLIP)

*Motion to accept the Monthly Financials as presented was made by Bertha, seconded by Orlanda: motion carried.*

- e. **Credit Card Report** – total expenses \$9,280 categorized by expense.

*Motion to accept the credit card report as presented was made by Dr. K; seconded by Linda; motion carried.*

- f. **Audit (Basic & 401k)**

Reviewed summary of the audit and provided copies and/or cd with report

*Motion to accept the audit of 2012-13 basic grants and 401k as presented was made by HR, seconded by Audrey; motion carried.*

- g. **Child Baseline Data Report**

This is a comparison of baseline comparisons between 2012-13 and 2013-14.

The reports are baselines from Fall 2013. The board will get a baseline comparison from Fall until end of school. Susan is working on school readiness goals appropriate for Birth to Three to recommend to the PC & Board.

*Motion to accept the HS & EHS child baseline data report (Fall 2012) as presented was made by Linda, seconded by Bertha; motion carried.*

- h. **Agency Checking Account – signature recommendation**

The policy currently states we need two signatures on every check. Current signers are Caryl Chase, Melanie & Claudine. Checks are typically sign every week. The new payroll system will have electronic signatures so this won’t be an issue.

Possible recommendations – Another Board Member, Susan Fender, CDD and/or Connie Morrison, PHS PIC  
*Motion to have Susan Fender and Connie Morrison bonded to be check signers was made by Linda, seconded by Dr. K; motion carried.*

- i. **Revision of Operations Specialist Job Description**

Recommendation to have this position report directly to Operations Director, Department changed to Operations, and added BA preferred to Minimum Requirements.

*Motion to accept the job operations specialist changes as presented was made by Lucas, seconded by Dr. K; motion carried.*

**8. Adjourn**

**Motion** to adjourn at 7:57pm made by Dr. K and seconded by Bertha; motion carried.

Next Meeting: **August 28, 2014**, at 6:30pm.

Executive Session may be held in accordance with PGCCS Bylaws

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Board Secretary Signature

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Date