**Policy Council Minutes**

08/19/2019

**Welcome and Introductions**

**Call to Order**: The meeting was called to order by: Jeff Kershaw @ 0955a

**Reports**

**Program Financial Report-** Stephany

**Parent, Family and Community Engagement Opportunities-** Julie talked about recruiting PC members to discuss PC experience with sites who have not had a member perspective shared. Volunteer Orientation on September 12th’ 9:30a-12:30p at Admin for community volunteers. Parent Volunteers will have an orientation done at centers.

**Monthly Program Update-** Program Closed July

**Executive Director Report**- Stephany Koehne. Discussed Correspondence: Notice of Federal Grant. Gave program updates including where we are at in terms of classroom starting dates, enrollment numbers and staff training.

**Personnel Action Report-** Jeff Kershaw gave the report.

**Agenda Additions**- N/A

**Public Comment-** N/A

**Correspondence**- See Executive Director Report.

**Attendance**- 4 members present; Jeff Kershaw, Rosalinda Flores, Marilyn Drake, Andrea Rocha. Staff present: Stephany Koehne, Danae Hillei, Julie Lovell.

**Policy Council Financials Report:** Jeff Kershaw

*Moved by Marilyn Drake Seconded by Andrea Rocha Discussion: N/A Motion Carries*

**Consolidated actions:**

*Moved by: Marilyn Drake Seconded by: Rosalinda Flores Discussion: N/A Motion: Carries*

**Agenda Approval** See above

**Previous Meeting Minutes** not available

**Old Business**- n/a

**New Business-**

**Personnel Policy Changes- Lori Arnold:** Lori discussed rational for needing to make changes in general and then presented changes in Personnel Policies; Employee Health Appraisal; Inclement Weather; Paid Time Off, and Bereavement Leave.

*Moved by: Marilyn Drake Seconded by: Andrea Rocha Discussion: N/A Motion: Carries*

 **Phase II of OPK Grant-Stephany Koehne:** Presented the Phase 2 OPK Grant components.

***Moved by: Marilyn Drake Seconded by: Rosalinda Flores Discussion: N/A Motion: Carries Jeff will sign PC approval form.***

**September meeting time**- Jeff Kershaw: September 17 at 9:30a

 *Moved by: Marilyn Drake Seconded by: Rosalinda Flores Discussion: N/A Motion: Carries*

**What to take back**- Volunteers needed. Talk up PC; voting of members for new year (which is seated in November) happens in September and a joint meeting is attended in October.

**Announcements**- N/A

**Door Prizes**- Everyone gets one!

**Adjournment**- ***Moved by: Marilyn Drake Seconded by: Rosalinda Flores Motion: Carries***

**Next Meeting**- September 17th, – 9:30a – 11:30a