

Klamath Family Head Start Policy Council Meeting  
Thursday, September 26, 2013  
At Klamath Family Head Start  
1940 South Sixth Street

**6 Members Present**

**6 Staff Present**

**Item #1 – Call to Order**

The meeting was called to order at 12:10 pm by, chairperson, protem.

**Item #2 – Minutes**

The minutes of August 29, 2013 were in packets. Motion to accept the minutes of August 29 2013 as printed, seconded, motion carried.

**Item #3 – Addition to/Approval of Agenda**

Additions – move #9 up under Action agenda; 9a Policy #350; 9b addition to Discipline Policy #703. Moved acceptance of the agenda changes, seconded, motion carried

**Item #4 – Finance Report**

After review of the printed report, moved the acceptance of the Financial Report, seconded, motion carried.

**Item #5 – Hiring Committee Recommendations and Phone Vote**

Moved the acceptance of the Sept. 5<sup>th</sup> phone vote, seconded, motion carried.

Moved the acceptance of the September 19<sup>th</sup> phone vote/e-mail to Hire (5) Classroom Bus Aides and one cook, seconded, motion carried

Moved to accept the phone vote of Sept. 19<sup>th</sup> on the Termination, seconded, motion carried.

**Item #6 – Audit Findings**

Presented by Financial Manager

The report was reviewed and discussed. Moved to accept the printed Audit Findings and Plan for correction, seconded, motion carried.

**Item #7 – Child Guidance and behavior Management Policy**

Presented by, Child Family Counselor

After discussion and review of state reporting requirements and examples of interventions, moved to approve the policy, seconded, motion carried.

**Item #8 – Enrollment, Selection Recruitment, and Eligibility Criteria**

**(Tabled from March meeting)**

Presented by, ERSEA CAE

After review of the Criteria Sheet for 2013-2014, moved the acceptance and use of the score sheet, seconded, motion carried.

**Item #9 – Affordable Health Plan**

In January 2014 the new health plan will take affect, requiring 30 hour employees be covered by insurance. Federal Plus Oregon may require Health Benefits be paid for any employee working regular hours 9 months out of the year, minimum hours have not been determined by the state.

It was moved to allow KFHS to change hours and staffing to stay within the budget and to be in compliance with the Affordable Health Plan and Care Oregon requirements. PC will revisit this again in January 2014 to approve the changes, seconded, motion carried.

**Item #9a - Policy #350**

Klamath Family Head Start would like to change their policy to exclude the option to get coverage for spouses, in an effort to allow the spouse to qualify for the State Exchange subsidies. The law requires the child to be eligible for coverage through the parent who is covered by KFHS. Children/dependents will still be offered

Moved the change to the Policy, seconded, motion carried.

**Item #9b – Discipline Policy #703.**

Discipline Policy #703, under Immediate Termination, add to policy – “leaving a child unattended”. Moved to add this phrase to the policy, seconded, motion carried.

**REPORTS**

**Item #10– Program Information Summaries (ERSEA, Health, Disabilities, Parent Involvement, Meals and Snacks)**

All summaries are printed and in packet.

**Item #11 – Parent Leadership HS Training**

Information of training on December 4-6 at the Red Lion in Salem was shared.

**Item #12– Directors Report**

Printed and in packet.

**Item #13– Board Report**

Meet tonight at 5:00 pm.

Attendance drawing

Meeting adjourned at 1:40 pm.

Respectively Submitted,

Secretary – Chairperson protem