

COMMUNITY ACTION BOARD OF DIRECTORS MEETING
JOINT SESSION ONLINE WITH HS&ELP POLICY COUNCIL
393 Main Street, Greenfield, MA 01301
THURSDAY, JUNE 17, 2021
5:30pm to 8:30pm

	Item:	CSBG/HS Org. Standard:	Presenter:	Time:
	Call to Order & Quorum Confirmation		Charity Day	5:30pm
JOINT SESSION WITH HS&ELP POLICY COUNCIL				
Head Start Joint Session Presentations				
1.	a. Head Start 2020-2021 Self-Assessment	HS 642 (c)(1)(E)(iv)(V)(aa)	Anat Weisenfreund Emmalie Dropkin Wendy Mullen	40 minutes
	b. Head Start 2021-2022 Program Goals			
	c. Head Start Continuation Grant	HS 642 (c)(1)(E)(iv)(III)		
VOTES on 1a, 1b, and 1c by Policy Council followed by VOTES on 1a, 1b, and 1c by CAPV Board.				
Fiscal Policy Manual Updates:				
2.	a. Gift Card Policy		Laura LaBounty	25 minutes
	b. CARES Act Spending			
	c. E-Signature Policy			
	d. Allocations of Expenses			
VOTE on Updated Fiscal Policy Manual by Policy Council followed by VOTE by CAPV Board.				
3.	Any other joint business before the Policy Council and CAPV Board?		Charity Day	5 minutes
	VOTE to end joint session by Policy Council followed by VOTE by CAPV Board		Charity Day	
Intermission: Groups move to separate online sessions.				
4.	Call to Order & Quorum Confirmation		Charity Day	
Consent Agenda (VOTE):				
5.	a. Head Start & Early Learning Programs – May 2021 Materials	HS 1302.102 (d)(1)(i)	Charity Day	5 minutes
	b. CAPV Board Minutes: May 18, 2021			
6.	Strategic Plan (VOTE)	CSBG 6.1, 6.2, 6.3	Becky Himlin Ann Darling	25 minutes
7.	Financials: a. CAPV April 2021 (VOTE)	CSBG 8.7	Laura LaBounty	10 minutes
	b. CAE Harmon April 2021 (VOTE)			
8.	Forms 990 Presentation	CSBG 8.6	Laura LaBounty	15 minutes
9.	Risk Assessment Review (VOTE)	CSBG 4.6	Clare Higgins	15 minutes
10.	Executive Director's Report (VOTE)	CSBG 5.9	Clare Higgins	20 minutes
	a. Office Space & Moves – Update			
11.	Board Vacancies - Update	CSBG 5.1	Clare Higgins	5 minutes
12.	Contracts Signatory Addition: Elaine Davenport (VOTE)		Clare Higgins	5 minutes
13.	Board Self-Assessment Preparation		Charity Day	10 minutes
14.	Any New Business?		Charity Day	5 minutes
	Close of Meeting (VOTE)		Charity Day	