

**Board of Directors Conference Call**  
**October 12, 2016**  
**Duration Funds Supplemental Grant Budgets 2017**  
**5:00 pm PT Bridge 3002**

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Present, Steve Petruzelli, Shari Lane, Sarah Morse, Amy Marko, Patricia Cuevas, Christyn Dundorf, Board Chair. Quorum established

Staff, Don Horseman, Donalda Dodson, Angela Gomez, and Linda Torres

Steve Petruzelli, Presiding Officer

**Re: Dose and Duration Funds Supplemental Grant Budgets** – Documents sent out to all Board members via email.

**Summary of Migrant Head Start and Early Head Start Duration Fund Services**

Angela Gomez went over the summary of proposed duration increases for MHS, SHS, and MEHS long term and short term seasonal slots. Per the Office of Head Start, we were required to trim duration services by 33 percent. Extended to 6 weeks, 7 weeks, and up to 38 weeks of service. This is a snapshot of county by county current slots extended, and the duration increases in those programs. E.g., Hood River increasing the hours and the number of days. In the migrant program we have longer weeks than days. Last column is the approximate dates of services that will run March to December, this varies by county.

1. **EHS-Early Head Start Budget Dose and Duration Budget 2017** - Went over the program services and administrative services, county and program activity. The total amount for Duration Adjusted is \$4,879,364

**Motion:** Steve Petruzelli called for a motion for the approval of EHS Budget for Duration as adjusted and presented; Shari Lane made the motion, and Amy Marko seconded the motion for approval of EHS Duration budget as adjusted and presented. No discussion. Motion passes.

2. **MHS-Migrant Head Start Duration Budget** –The 2017 budget is 7.93 percent to 7.02 percent. Angela went over the program development services, administrative services, total of county and program activity. The largest impact of duration is in Washington County by 100 slots. The counties are the greater part from 78.65% to 80.10%. The total amount for MHS Duration adjusted is \$4,564,570

**Motion:** Steve Petruzelli entertained a motion to approve the MHS Budget for Duration as adjusted and presented. Sarah Morse made the motion to approve the MHS Budget for Duration as adjusted and presented; seconded by Christyn Dundorf. No discussion. Motion passed.

3. **Non Federal Share 10%**– Dose and Duration Supplemental Grant, In-kind request of 10 percent waiver, total of \$542,152 for MHS and EHS.

**Motion:** Steve Petruzelli called for a motion to request waiver of 10 percent In-kind. Christyn Dundorf made the motion to approve the 10 percent In-kind waiver of \$542,152. Patricia Cuevas seconded. No discussion. Motion passes.

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**4. Start Up Costs for Duration of Services**

Requesting the equipment, supplies, transportation and modular in Ontario as presented. Two areas requested in transportation in Malheur and Washington Counties; instead of 8 buses only requesting 4 buses. We are going to be extending weeks of service. And because of overlap, we needed to cut 33 percent, the slots from short term to long term.

- Modular in Ontario, Malheur      1,623,286  
Total for Start Up costs            \$2,265,115

No questions from the Board, Steve proceeded to call a motion.

**Motion:**                    **Steve Petruzelli entertained a motion to approve the Start-Up Costs as presented, Shari Lane made the motion, and Sarah Morse seconded. No oppositions. Motion passes.**

**5. Non Federal Share 20% – Start-Up Costs for Duration of Services with Total \$566,279**

**Motion:**                    **Steve Petruzelli called for a motion to approve the 20 percent waiver for Start-up costs in amount presented. Christyn Dundorf made the motion to approve the 20 percent waiver in amount presented, and seconded by Amy Marko. No discussion. Motion passes.**

Steve called the Board conference call meeting to adjourn at 5:50 pm

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