

HEAD START/EARLY HEAD START - POLICY COUNCIL MEETING

September 27, 2022 Time: 6:30 pm

Location: North Joplin Head Start, 1200 North Main, Joplin, MO 64801

"We will make a difference in the lives of children and families"

AGENDA

MEETING CALLED TO ORDER	Head Start/Early Head Start Director, Leisa Harnar
Roll Call	Ashley Dickenson, Family Engagement Specialist
Meeting Business Information..... Address form, Texts, Mileage, Childcare Vouchers, Social Media release, and Name Plates	Ashley Dickenson
New Member Training.....	Kathy Miller, HS/EHS Assistant Director, & Leisa Harnar
ITEMS FOR APPROVAL:	
1. Approval of Community Members.....	Leisa Harnar
2. Approval of August Minutes.....	Leisa Harnar – <i>CONSENT AGENDA NEXT MONTH</i>
3. Approval of new HS/EHS employees.....	Amber Nicholson & Area Supervisors – <i>CONSENT AGENDA NEXT MONTH</i>
4. Approval of new Fiscal Director.....	John Joines, ESC CEO
ITEMS FOR REVIEW:	
5. Enrollment, Waiting Lists, & Attendance	Amy Schmidt, Enrollment Coordinator – <i>CONSENT AGENDA NEXT MONTH</i>
6. Budget, CACFP & HS Correspondence	Kathy Miller <i>CONSENT AGENDA NEXT MONTH</i>
BOARD LIAISON REPORT	
7. August Report	Leisa Harnar
DIRECTOR'S REPORT	
8. Update from Head Start/Early Head Start Director	Leisa Harnar

Closing Announcements –

Next meeting: October 24, 6:30PM – NORTH JOPLIN HEAD START,

1200 N. MAIN, JOPLIN, MO 417-781-4497

We will elect Officers!

Adjourn – HS/EHS Director – Leisa Harnar

Important – To obtain copies of this agenda or to place discussion items on the agenda for future Policy Council Meetings, contact Leisa Harnar, ESCSWA, 302 Joplin Ave, PO Box 207, Joplin MO 64802-0207, 417-627-2069, lharnar@escswa.org. Agenda items must be received at least 2 week prior to the regularly scheduled meeting.



Head Start Prenatal – 5 Program Policy Council Meeting



Date: August 23, 2022

Time: 6:30 p.m.

Location: North Joplin Head Start 1200 N. Main St. Joplin, MO

Call to Order: Leisa Harnar, Head Start Director, called the meeting to order at 6:40 PM.

Roll call: Ashley Dickenson, Family Engagement Specialist

Policy Council Members Present: Amia Warren, Crissy Belknap, Terrah Ingram, Michelle Burge

Staff Members Present: Leisa Harnar, Kathy Miller, Ashley Dickenson, Kelly Creech, Kandi Griffith, John Joines

Opening Icebreaker: Kelly Creech lead Policy Council Reps in an Ice breaker/ Team building activity.

PC Appreciation: Leisa and Kathy presented gifts and cards in appreciation for dedication to this year's PC Reps.

Approval of Consent Agenda July Policy Council Minutes, Enrollment, Waitlist, and Attendance Reports; Budget Reports, CACFP report, Credit Card Report, OHS Correspondence and New Hires: Motion to approve made by Terrah Ingram; Seconded by Michelle Burge. Motion was approved.

Approval of Fiscal Director: John Joines, ESC CEO, presented William "Bill" Chase for the position of Fiscal Director. John shared Mr. Chase's qualifications and answered questions from the members. A motion to approve William "Bill" Chase for the Fiscal Director was made by Terrah Ingram and seconded by Michelle Burge. The motion passed.

Approval of Communicable Disease Policy: Kandi Griffith, Health Services Coordinator presented changes to the Communicable Disease Policy. A motion to approve was made by Michelle Burge and seconded by Crissy Belknap. The motion was approved

Approval of Accident and Injury Policy: Kandi Griffith, Health Services Coordinator presented the Accident and Injury Policy. A motion to approve was made by Michelle Burge and seconded by Terrah Ingram. The motion was approved.

Approval of CRSSA Budget Revision: Leisa Harnar presented a revision to the CRSSA budget to include "Personnel" costs and a reduction to the "Other" category in order to charge costs to the personnel category. A motion to approve the budget revision was made by Terrah Ingram and seconded by Crissy Belknap. The motion was passed.

Presentation of ERSEA Updates: Leisa Harnar presented updated information on Enrollment numbers for this program year. We are currently at 502 out of 505 for Head Start enrollment and all other programs are fully enrolled.

Director's Report: Leisa Harnar gave a report to update on program activities:

First Day of Extended Day classes 8/17, Anderson started on 8/22 due to roof construction and North Joplin plans to start on 8/29 due to bathroom additions and required inspections.

First Day of Head Start classes were 8/23

Lamar Head Start – bollards installed by Crossland Construction at no charge to the program, will still have to add a fenced walkway to the playground and we will most likely build a new parking lot because the walkway will cut our parking lot into 2 sections.

There has been some theft at our centers recently: gates at Ewert were stolen, catalytic converters at SJHS were stolen – cameras and lighting will be installed at all centers/sites

Retention & Onboarding process – Kathy Miller has been interviewing groups of new teachers and aides, we recently completed a new Onboarding video to show new employees, we purchased items for new employees (t-shirts and cups) and have continued \$1000 sign on bonuses, we are participating in MSSU's Community Day to recruit new employees and volunteers, Area Supervisors will be focusing on new employees and retention activities for all current staff, September we will start retention payments for current employees, we will hold our next Employee Wellness Day on September 26, and currently 7 employees have taken advantage of either reduced days, working from home, or changed daily hours

Leisa asked Kelly Creech to share information about the Conscious Discipline Parenting Classes that will be starting soon. Everyone is looking forward to this new approach this year

Farm to Table practices – new funded initiative by USDA. Our Nutrition Coordinator will be partnering with local farmers to provide fresh fruits and vegetables as part of our menu and meal service in our classrooms.

Closing announcements -

There was a discussion regarding the playground at Neosho Head Start. Crissy Belknap stated staff would like to get rid of the gravel. Leisa shared that the current playground has appropriate and approved resilient material. It is a large playground with gravel under swings, a large pour in play resilient material area, and lots of grass for gross motor play. Leisa shared that funds had been spent on other more pressing issues at the center this year. It has undergone numerous new changes including new bathrooms in the classrooms, new desks & chairs, painting, renovation to the Teachers' office, and new landscaping. In addition, they will be getting new carpet, a new staff refrigerator, the EHS side will be getting a new playground and new siding installed on the outside of the EHS building.

Leisa mentioned that next month's meeting will be with new members as it's the beginning of the program year.

Meeting was adjourned at 8:30PM

****Next Meeting: September 27, 2022 at 6:30pm.**

**This meeting will in person at
North Joplin Head Start
1200 N. Main St. Joplin, MO.**

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Gillian Carter
Program and Position Applying For:	<input checked="" type="radio"/> Head Start <input type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Part time Safety Monitor
Center:	South Joplin Head Start
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	Worked as an Aide in high school for elementary, has been babysitting for the past four years.
Background Check and References Completed:	<input checked="" type="radio"/> Yes <input type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Gillian is attending school and working towards her associates in early childhood. Gillian goal would be a Teacher for our program.
Supervisor Name, Email, and Phone Number	Amber Nichelson anichelson@escswa.org (417)781-5728

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Mercedes Brogan
Program and Position Applying For:	<input checked="" type="radio"/> Head Start <input type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Teacher Aide
Center:	South Joplin Head Start
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input checked="" type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	Mercedes is a parent in our Head Start program, Mercedes has been babysitting for about 2 years and raising her own boys.
Background Check and References Completed:	<input checked="" type="radio"/> Yes <input type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	In Mercedes interview she talked about being honest and Kind and very positive when working with her own children. Mercedes has attended MSSU for two years and working towards an education degree and becoming a Teacher.
Supervisor Name, Email, and Phone Number	Amber Nichelson anichelson@escswa.org (417)781-5728

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Airine Gallen
Program and Position Applying For:	<input type="radio"/> Head Start <input checked="" type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Teacher Aide
Center:	South Joplin Early Head Start
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input checked="" type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	Past Head Start parent and works in her church nursery.
Background Check and References Completed:	<input checked="" type="radio"/> Yes <input type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Airine volunteered in her son's classroom, Airine is very kind and her answers were very positive and uses positive connections when dealing with children. Airine was recommend to us by one of our Teacher aides they work in the church nursery together.
Supervisor Name, Email, and Phone Number	Amber Nichelson anichelson@escswa.org (417)781-5728

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Tiana Shorter
Program and Position Applying For:	<input type="radio"/> Head Start <input checked="" type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Teacher Aide
Center:	Anderson EHS
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input checked="" type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	5+ years baby sitting
Background Check and References Completed:	<input checked="" type="radio"/> Yes <input type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Tiana is a former Head Start kid and she has a passion for the program. Tiana has babysat for several years, enjoyed her Child Development classes in school and seeks employment with a purpose.
Supervisor Name, Email, and Phone Number	Misty Shafer mshafer@escswa.org 417-355-5839

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Daniela Vasquez
Program and Position Applying For:	<input checked="" type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start <input type="checkbox"/> Early Head Start Child Care Partnerships Position: Teacher Aide
Center:	Anderson Head Start
Education:	<input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> CDA/Certificate <input checked="" type="checkbox"/> High School Diploma <input type="checkbox"/> Other:
Experience:	2+ years
Background Check and References Completed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Pending
Why This Applicant is a Great Fit for our Program:	Daniela is a current parent who loves the Head Start program. She wants to work for an agency that makes a difference. Daniela is very active in her home visits and enjoys interacting with children.
Supervisor Name, Email, and Phone Number	Misty Shafer mshafer@escswa.org 417-355-5839

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Caitlin Williams
Program and Position Applying For:	<input checked="" type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start <input type="checkbox"/> Early Head Start Child Care Partnerships Position: Floating Teacher Aide
Center:	Noel Head Start
Education:	<input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> CDA/Certificate <input type="checkbox"/> High School Diploma <input checked="" type="checkbox"/> Other: some college
Experience:	2-3 years
Background Check and References Completed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Pending
Why This Applicant is a Great Fit for our Program:	Caitlin loves children! Caitlin has a child in EHS and has a passion for doing great work in her community. Her references were great stating that she goes above and beyond in her work. She possesses initiative and drive.
Supervisor Name, Email, and Phone Number	Misty Shafer mshafer@escswa.org 417-355-5839

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Annette Clark
Program and Position Applying For:	<input checked="" type="radio"/> Head Start <input type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Floating Teacher Aide
Center:	Granby Head Start
Education:	<input type="radio"/> Masters <input checked="" type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	24 years Teaching experience- Multiple Grade levels and extensive training in Behavior Management
Background Check and References Completed:	<input type="radio"/> Yes <input checked="" type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Annette has a Bachelors in Education. She has 24 years of experience working at Modoc Nation (tribal) for 3 years. Prior to Modoc she worked at Carl Junction for 6 years as HS Speck Ed Language Arts Teacher. She worked with Pinella County Schools for 14 years (she left to return to Missouri). 4 Years with Neosho R5. The interview was great, very involved and knows importance of getting down to the root of the behavior, knows all behavior is a form of communication. I would like to hire her as a Floating Teacher for the Magenta Area.
Supervisor Name, Email, and Phone Number	Kimberly (Richmond) Bray krichmond@escswa.org 870-688-6046

Name of Applicant:	Sarah Gilkey
Program and Position Applying For:	<input checked="" type="radio"/> Head Start <input type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: <i>Floating Teacher Aide</i>
Center:	Teacher Aid
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input type="radio"/> High School Diploma <input checked="" type="radio"/> Other: <i>GED</i>
Experience:	5-6 Years Experience
Background Check and References Completed:	<input checked="" type="radio"/> Yes <i>Background, Fingerprints, & references all completed.</i> <input type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Sarah has currently been subbing with us some, she is dependable, kind, patient, and hard working. She is also currently employed at Children's Haven in Joplin. She would like to do both jobs, working here in the mornings/afternoons, and Children's Haven in the evening. She is very helpful and gets along with all staff at the centers. I would like to hire her as a Floating TA for the Magenta Area.

Kimberly Bray 870-688-6046 krichmond@escswa.org

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Erika Swink
Program and Position Applying For:	<input checked="" type="checkbox"/> Head Start <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Early Head Start Child Care Partnerships Position: Floating Teacher Aide
Center:	Lamar
Education:	<input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> CDA/Certificate <input checked="" type="checkbox"/> High School Diploma <input type="checkbox"/> Other:
Experience:	Erika has experience with children.
Background Check and References Completed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Pending
Why This Applicant is a Great Fit for our Program:	Erika has worked in the nursery at church and has her own children. She really wants to work in our program.
Supervisor Name, Email, and Phone Number	Londa Sofia lsofia@escswa.org 417-540-5953

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Brooklynn Winters
Program and Position Applying For:	<input checked="" type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start <input type="checkbox"/> Early Head Start Child Care Partnerships Position: Substitute
Center:	Anderson Head Start
Education:	<input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> CDA/Certificate <input checked="" type="checkbox"/> High School Diploma <input type="checkbox"/> Other:
Experience:	2+ years
Background Check and References Completed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Pending
Why This Applicant is a Great Fit for our Program:	Brooklynn shows a lot of enthusiasm and is looking for local employment that will work for her schedule. She will be a great substitute because she will get to experience our program and see if Child Development is the route she wants to go.
Supervisor Name, Email, and Phone Number	Misty Shafer mshafer@escswa.org 417-355-5839

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Bambette Shramek
Program and Position Applying For:	<input checked="" type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start <input type="checkbox"/> Early Head Start Child Care Partnerships Position: Cook Helper
Center:	Noel Head Start
Education:	<input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> CDA/Certificate <input type="checkbox"/> High School Diploma <input type="checkbox"/> Other: some high school
Experience:	2-3 years
Background Check and References Completed:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Pending
Why This Applicant is a Great Fit for our Program:	Bambette has a lot of enthusiasm and energy! She has a great personality and will fit right in at Noel. She is not afraid of hard work and lives a few houses from the center so she will have no transportation issues.
Supervisor Name, Email, and Phone Number	Misty Shafer mshafer@escswa.org 417-355-5839

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Enkarina Hendricks
Program and Position Applying For:	<input checked="" type="radio"/> Head Start <input type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Cook's Helper
Center:	Carthage
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input checked="" type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	She works at Chili's
Background Check and References Completed:	<input type="radio"/> Yes <input checked="" type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	She helps prep food to use throughout the day at Chili's. She enjoys cooking. She will be very helpful to our cook.
Supervisor Name, Email, and Phone Number	Londa Sofia lsofia@escswa.org 417-540-5953

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Andy Gaytan
Program and Position Applying For:	<input checked="" type="radio"/> Head Start <input type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Language Assistant
Center:	Cortage
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input checked="" type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	She is bilingual
Background Check and References Completed:	<input type="radio"/> Yes <input checked="" type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Andy has done translating in her professional career as well as her private life for family. She is very excited to get to work with our staff, families and children.
Supervisor Name, Email, and Phone Number	Louisa Sofia lsofia@escswa.org 417-540-5953

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Jordan Love
Program and Position Applying For:	<input checked="" type="radio"/> Head Start <input type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Center Support Assistant
Center:	Carthage
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input checked="" type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	Worked at Boys and Girls Club.
Background Check and References Completed:	<input checked="" type="radio"/> Yes <input type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Jordan has experience working at the front desk. She is very eager to work for our program.
Supervisor Name, Email, and Phone Number	Louisa Sofia lsofia@escswa.org 417-540-5953

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Luis Ruiz
Program and Position Applying For:	<input checked="" type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start <input type="checkbox"/> Early Head Start Child Care Partnerships Position: Area Maintenance
Center:	Anderson Head Start
Education:	<input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> CDA/Certificate <input checked="" type="checkbox"/> High School Diploma <input type="checkbox"/> Other:
Experience:	2+ years in landscaping and 5+ in management
Background Check and References Completed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Pending
Why This Applicant is a Great Fit for our Program:	Luis is a family man and he loves children. Luis shows a willingness to do something meaningful. His references were great, and he has a positive personality.
Supervisor Name, Email, and Phone Number	Misty Shafer mshafer@escswa.org 417-355-5839

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Stephanie Camerer
Program and Position Applying For:	<input type="radio"/> Head Start <input type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Home Visitor
Center:	Joplin
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	15-20 years
Background Check and References Completed:	<input type="radio"/> Yes <input type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Stephanie is currently a Teacher at North Joplin Head Start. She has been in this position for 5 years and is just looking for a change. She wants to work more one-on-one with families and use her knowledge of the classroom in the home. Her current supervisor says she is well organized and has a huge heart. This position will be a great fit for her.
Supervisor Name, Email, and Phone Number	Stephanie Massey smassey@escswa.org 417.439.7700

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Cindi Sipes
Program and Position Applying For:	<input type="radio"/> Head Start <input checked="" type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Family Support Assistant
Center:	Lamar
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input checked="" type="radio"/> High School Diploma <input type="radio"/> Other:
Experience:	30-35 years
Background Check and References Completed:	<input type="radio"/> Yes <input checked="" type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Cindi is a past Head Start employee. She worked in Golden City and Sarcoxie as a Cook/Bus Driver. Her previous supervisor said Cindi is a very hard worker, physically and mentally. She does not like to sit. She enjoys serving others and is a very kindhearted person.
Supervisor Name, Email, and Phone Number	Stephanie Massey smassey@escswa.org 417.439.7700

NEW HIRE INFORMATION FOR POLICY COUNCIL

Name of Applicant:	Antoniela Fuentes
Program and Position Applying For:	<input type="radio"/> Head Start <input type="radio"/> Early Head Start <input type="radio"/> Early Head Start Child Care Partnerships Position: Family Support Assistant and Language Assistant
Center:	Carthage
Education:	<input type="radio"/> Masters <input type="radio"/> Bachelors <input type="radio"/> Associates <input type="radio"/> CDA/Certificate <input type="radio"/> High School Diploma <input checked="" type="radio"/> Other: Enrolled in college for Criminal Justice/Early Childhood
Experience:	3-5 years
Background Check and References Completed:	<input type="radio"/> Yes <input type="radio"/> Pending
Why This Applicant is a Great Fit for our Program:	Antoniela is a previous Early Head Start parent and has been contracting with EHS for the past 2 years as a Language Assistant. The Home Visitors that she has been working with just rave about her. They say she is reliable, flexible, and maintains great communication with them and their families. She has strong computer skills and her positive positivity personality will make a great fit for Carthage Home Based.
Supervisor Name, Email, and Phone Number	Stephanie Massey smassey@escswa.org 417.439.7700

Jonna Davis

27680 Garland Ln, Carl Junction, Mo 64834 (effective 10-5-22) • (509) 306-9499 • jonnadavis@hotmail.com

EXPERIENCE

Finance & Administrative Services Director

City of Pullman

Pullman, WA

April 2021 – Present

- Executive Director overseeing Finance, Information Systems, Human Resources, and the City Clerk, as well as for the Pullman-Moscow Regional Airport
- Serves as Treasurer for the Pullman Metropolitan Parks District
- Serves on the Executive Board for WSTIP, Whitcom, and other joint agencies as assigned
- Serves as Risk Manager - Administers the City's loss control program, determines type and level of insurance coverage, and assists in the resolution or settlement of insurance claims against the city
- Serves as Auditing Officer. Audits the city's expenditures to assure compliance with all federal, state, and local requirements
- Coordinates and guides city-wide strategic processes based on present and future service demands including budget development, investment management, financial analysis and reporting, revenue forecasting, and multi-year financial planning of \$109 million budget
- Ensures compliance with GASB, for both GAAP and Cash Basis (BARS Manual) statements
- Administers and negotiates contracts on behalf of the City, monitors and ensures compliance with contract and grant requirements
- Monitors practices and procedures related to various processes, including accounts payable, accounts receivable, payroll and cash receipting, to identify and implement process improvements, ensuring all processes are in compliance with City Policies and State Codes

Assistant State Auditor 4

Office of the Washington State Auditor

Pullman, WA

May 2016 – April 2021

- Auditor-in-charge of large and complex financial and compliance audits of local and state government entities in Eastern Washington: GAAP and Cash Basis
- Planned, organized, assigned duties, developed audit plans and directed work activities of lower-level auditors
- Worked extensively with external clients to improve financial records, systems, procedures, and controls, or which will bring auditee into legal compliance
- Conducted complex fraud and citizen complaint investigations
- Attended recruiting events and presented to classes related to auditing and fraud investigations
- Provided on the job training and ongoing feedback to team members to develop their skills
- Evaluated IT environments, security, systems, and processes to identify specific IT related audit risks
- Conducted application and general control reviews related to IT systems

Fiscal Specialist Supervisor

Central Washington University

Ellensburg, WA

July 2014 – April 2016

- Created and maintained budgets for 37 Continuing Education and Running Start programs
- Supervised fiscal staff of two
- Processed and monitored payroll for 15 staff
- Managed and collected all accounts receivable
- Reviewed and processed all accounts payable items

Office Manager

Kittitas County Fair & Event Center Ellensburg, WA February 2012 – September 2013

- Processed all accounts payable invoices for four departments
- Managed and collected all accounts receivable
- Reconciled general ledger accounts
- Reconciled trust funds and revolving accounts
- Demonstrated superior interpersonal skills with patrons and interdepartmental personnel
- Managed temporary staff during fair season

Staff Accountant

Concordia Tractor, Inc. Concordia, KS October 2009 – July 2011

- Compiled, coded, and paid all accounts payable invoices for four locations
- Assisted with accounts receivables general ledger
- Filed quarterly compensating use tax reports
- Answered AMS hotline calls and dispatched technicians
- Tracked construction expenditures for new facilities

Town Treasurer

Town of Saratoga Saratoga, WY August 2007 – June 2009

- Reconciled checking, savings, and general ledger accounts
- Processed all accounts payable invoices and payment of utility bills
- Developed and maintained municipal budget of \$14 million
- Reported financial status to Mayor, Council, and public

EDUCATION**Master of Professional Accounting**

Colorado State University Global August 2018
GPA: 4.0

Bachelor of Science in Accounting

Central Washington University June 2015
GPA: 3.75

ACHEIVEMENTS AND ACTIVITIES**Member**

Association of Certified Fraud Examiners 2015 – 2021

Member (Alumni)

Beta Alpha Psi, Central Washington University Chapter February 2014 – Present

Member (Alumni)

Business Professionals of America, Alumni Chapter May 1999 – Present