

HS/EHS POLICY COUNCIL MEETING

February 20, 2024

P.C. Members present: Jessica Carlson

P.C. Members present via Zoom: Kirstin Tuel, Jamie Gonzalez, Amber Peplinski, Rosa Sanchez, Schyler Knudsen, Alyssia Long, Hannah Johnston, and Angel Everett.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, Kara Montgomery, HS/EHS Office Coordinator, Eugene Meiners, New Opportunities Board President and Chad Jensen, CEO.

Amber Peplinski called the meeting to order at 6:10 p.m.

Roll Call

Financial Reports

The following financial reports were reviewed with the Policy Council:

- 1) CH Grant – HS/EHS November and December 2023 and No Cost Extension December 2021-November 2022.
- 2) All credit/charge card activity for November and December 2023

There was general discussion of various line items.

No Cost Extension – Some funds will need to be returned.

Year 1 of 5 – A budget carryover will be requested through Policy Council for the garage funds.

Year 2 of 5 - 16% through the program year and expended 13%.

A motion was made by Jessica Carlson to accept the financial reports as presented. Alyssia Long seconded. Motion carried.

Policy Council Minutes

January 23, 2024, minutes were reviewed. Schyler Knudsen motioned to approve the minutes as read. Jessica Carlson seconded. Motion carried.

Program Report

Tonya summarized the following items on the January 2024 Program Report:

- Enrollment and Attendance
- Education & Disabilities
- Communication
- Staff Openings
- Volunteer/Parent Involvement
- In-Kind
- Child Abuse and Mandatory Reporting
- CACFP Reimbursement
- Health

Health & Safety

Staff completes weekly and monthly checks. Tonya reviewed the health and safety report.

NOI Board Minutes

January 25, 2024, minutes were shared. There were no questions or concerns.

Committee Reports

Nothing new to report.

IM/PI Alerts

ACF-PI-OHS-24-01: Federal Reporting of Standard Forms 425 and 428

Human Resources Policy & Procedures

Chad summarized the following Policy and Procedure updates. Chad explained that the following changes had been accepted at the last NOI board meeting.

- Recruitment and Selection
- Vacation
- Benefit Plans
- Expense Reimbursement
- Electronic Media Use
- Dress for your Day

Jessical Carlson motioned to accept the Human Resources Policies & Procedures as presented. Angel Everett seconded. Motion carried.

Selection Criteria Process

Tonya reviewed the changes made to the Selection Criteria Process for pregnant mothers.

Angel Everett motioned to approve the Selection Criteria Process as presented. Jessica Carlson seconded. Motion carried.

ERSEA Policy Council Training

Tonya presented the ERSEA training to the Policy Council.

Next Policy Council Meeting – March 26, 2024 – 6:00 PM

Jamie Gonzalez motioned to adjourn at 6:53 p.m. Schyler Knudsen seconded. Motion carried.