

## **HS/EHS POLICY COUNCIL MEETING**

October 17, 2023

P.C. Members present: Amber Peplinski, Kirstin Tuel, Heather Jackson, Caitlin Medina, Matthew Darrow, Maria Ayala, Jessica Carlson, DiJay Hammond.

P.C. Members present via Zoom: Daisy Rivera Rodrigues, Schyler Knudsen, Angel Everett, Heather Larson, Maggie Boatright, Becki Gore, Rosa Sanchez, Kalyn Cooklin, Hannah Johnston, Jamie Gonzalez, Alyssia Long, Eden Hinrichs, and Berta Majin.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, and Kara Montgomery, HS/EHS Office Coordinator, Jenny Sorensen, Family Advocate, Magen Fineran, Family Advocate, Jodi Spargur-Tate, Family Advocate, Nichole Flinn, Family Advocate, Sheryl Ludwig, Family Advocate, Home Based Educator, and Abby Davis, Home Based Educator.

Staff present via Zoom: Marlen Jarez, Family Advocate, and Diane Alen, Family Advocate.

Amber Peplinski called the meeting to order at 6:12 p.m.

### **Roll Call**

### **Financial Reports**

The following financial reports were reviewed with the Policy Council:

- 1) CH Grant – HS/EHS September 2023 –year 1
- 2) CH Grant – No Cost extension. General review of what projects will be completed with these funds.
- 3) All credit/charge card activity for September 2023

There was a general discussion of various line items. It was noted that Head Start/Early Head Start is 83% through the program year. Non-federal is at 52%; a waiver for Non-federal will need to be requested upon Policy Council approval. Sheri Mertz shared that in an effort to retain staff the previously discussed retention incentive would be paid out in October.

A motion was made by Jessica Carlson to accept the September financial reports as presented. Mattheu Darrow seconded. Motion carried.

### **Policy Council Minutes**

September 26th, 2023, minutes were reviewed. Mattheu Darrow motioned to approve the minutes as read. Schyler Knudsen seconded. Motion carried.

### **Program Report**

Tonya summarized the following items on the September 2023 Program Report:

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

- Health

Average daily attendance was not available. It will be shared at the December meeting. Tonya detailed the above line items.

### **Health & Safety**

Staff complete weekly and monthly checks. There were no reports.

### **NOI Board Minutes**

September 28<sup>th</sup>, 2023, minutes were shared. There were no questions or concerns.

### **Committee Reports**

There is nothing to report.

### **IM - PI Alerts**

No new IM's or PI's.

### **Program Goals**

Self-Assessment goals and the Strategic Plan were reviewed. Self-Assessment will be presented in December.

### **NFS Waiver**

Tonya presented the Non-Federal Share Waiver Request for the CH Grant. New Opportunities, Inc. requests to reduce the required non-federal share for the December 1, 2023, through November 30, 2023, by an additional \$398,000, making the required non-federal share for this period \$789,659.

A motion was made by Schyler Knudsen and seconded by Matthew Darrow to approve the NFS Waiver. Motion carried.

### **HS/EHS – (07CH012197) Budget Carryover**

To assist newly seated Policy Council members, Tonya reviewed the budget revision being requested to move funds from HS fringe and indirect and EHS wages, fringe, and indirect to the construction category. These categories are anticipated to be underspent due to vacant positions and self-funding of SUTA. The initial bid for Head Starts portion of the garage cost is \$273,888. Approximately \$15,000 is expected in professional fees.

Discussion was held regarding the closeout of the current HS/EHS budget year one ending 11/30/23. There are several projects still in process such as the FOB security upgrade, vehicle purchase and garage construction. Depending on the progress of the projects it was noted the options are to complete the projects within the 90-day liquidation period or request a carryover to the year two budget.

A motion was made by Schyler Knudsen and seconded by Jessica Carlson to approve the budget carryover. Motion carried.

### **Code of Ethics / Nepotism Policy / Conflict of Interest Policy**

Tonya explained the Code of Ethics, Nepotism Policy, and Conflict of Interest Policy. Family Advocates and Home-Based Educators will follow up with members who joined via zoom or who were unable to attend tonight's meeting.

### **Policy Council Officers**

Tonya explained the importance of each officer's duties.

Amber Peplinski volunteered herself for President. As there were no other volunteers or nominations, Tonya asked for a motion to approve Amber Peplinski as President. Jessica Carlson motioned to approve Amber as President. Mattheu Darrow seconded. Motioned carried. Amber Peplinski was unanimously voted as President.

Mattheu Darrow and Schyler Knudsen were nominated for Vice-President. Amber Peplinski motioned to close nominations. Amber Peplinski asked for a motion to approve Mattheu Darrow as Vice-President. Jessica Carlson motioned to approve Mattheu Darrow as Vice-President. DiJay Hammond seconded. Motion carried. Mattheu Darrow was voted in as Vice-President with majority vote.

Heather Jackson volunteered herself for Secretary. As there were no other volunteers or nominations, Amber Peplinski asked for a motion to approve Heather Jackson as Secretary. Mattheu Darrow motioned to approve Heather Jackson as Secretary. Jessica Carlson seconded. Motion carried. Heather Jackson was unanimously voted as Secretary.

No Community Representatives at this time to be approved.

### **Service Appreciation**

2022-2023 Policy Council members were recognized with a Certificate of Appreciation. Kara will mail certificates to members who were not in-person tonight.

### **Policy Council Survey**

Policy Council members were asked to complete the schedule/survey. It will be included with the Code of Ethics packet for those who are not in-person tonight.

Next Policy Council Meeting is December 5<sup>th</sup>, 2023, at 6:00 p.m.

Jessica Carlson motioned to adjourn at 7:56 PM. Caitlin Medina seconded. Motion carried.