

HS/EHS POLICY COUNCIL MEETING

April 26, 2022

P.C. Members present: Megan Wordekemper.

P.C. Members present via Zoom: Mandy Anderson, Emily Bailey Samantha College, Heidi Crouse, Amber Peplinski, Lisa Sorensen, and Natasha Warnke.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, Pam Stanzyk, HS/EHS Office Coordinator, and Eugene Meiners, New Opportunities Board President.

Amber Peplinski called the meeting to order at 6:14 p.m.

Roll Call

Financial Reports

The following financial reports were reviewed with the Policy Council:

- 1) HS/EHS March 2022
- 2) EHS Center-Based March 2022
- 3) CRRSA/ARP March 2022
- 4) All Credit/charge card activity for March 2022

There was a general discussion of various line items. It was noted that Head Start/Early Head Start is 33% through the program year (07CH010517). Beginning in March, the CH grant and HP grant were combined. CRRSA/ARP (HE Grant) March 2021 through March 2023. The CRRSA is completely expended. Continuing to watch the Non-federal and working to meet the requirement.

A motion was made by Heidi Crouse to accept the reports as presented. Mandy Anderson seconded. Motion carried.

Policy Council Minutes

March 22, 2022, minutes were reviewed. Tasha Warnke motioned to approve the minutes as read. Lisa Sorensen seconded. Motion carried.

Program Report

Tonya summarized the following items on the March 2022 Program Report:

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

It was noted that enrollment for the Carroll/Greene Home-Based option has been a challenge. The Disabilities numbers for Head Start and Early Head Start Home-Based are above the requirement. EHS Home-Based home visits are unusually low this month.

Health & Safety

Staff completes weekly and monthly checks. Uncorrected reports were shared. It was noted that two of the three have been corrected.

NOI Board Minutes

March 31, 2022, minutes were shared. There were no questions or concerns.

Committee Reports

There is nothing new to report.

IM/PI Alerts

ACF-PI-HS-22-02: FY 2022 Head Start Funding Increase and ACF-IM-HS-22-03: Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program (SNAP) was shared.

2021-2022 HS/EHS Parent Evaluation – Follow Up

Still expecting to receive more surveys. Results will be provided next meeting.

Early Head Start Center-Based Transition Policy

Changes to Policy 533 EHS Center-Based Transition was reviewed. Changes were made to number 11, 12, and 13.

Tasha Warnke motioned to approve the changes to Policy 533 EHS Center-Based. Samantha College seconded. Motion carried.

Early Head Start – HP Grant – No-Cost Extension

Tonya is asking for approval to submit a request for a no-cost extension for our recently ended Early Head Start grant in the amount of \$94,500. A list of proposed items and expenses was shared. These funds would be used by December 31, 2022.

Heidi Crouse motioned to approve the request for the no-cost extension. Tasha Warnke seconded. Motion carried.

Head Start – CH Grant – Carryover Request

Tonya is asking for approval to submit a request to carryover \$200,000 from the grant that ended November 30, 2021. The grant was not fully expended due to various reasons including under enrollment, not being fully staffed, and COVID monies used instead of grant monies. The \$200,000 will be used to make changes to Head Start classrooms and enhance the kitchen in the location that sustained fire damage.

Megan Wordekemper motioned to approve the CH Grant Carryover request. Tasha Warnke seconded. Motion carried.

Head Start/Early Head Start COLA & QI

Tonya is working on the application for the Cost-of-Living Adjustment and Quality Improvement funding. COLA increased \$57,099 for Head Start and \$46,718 for Early Head Start. Quality Improvement increased \$12,855 for Head Start and \$7,951 for Early Head Start. Approval to submit the application will be requested next month.

SNAP – Categorical Eligibility

- HS/EHS Application – SNAP added to income page. Tasha Warnke motioned to approve the changes to the HS/EHS Application. Heidi Crouse seconded. Motion carried.
- Policy 302 Application Process – SNAP was added to the policy and procedure. Lisa Sorensen motioned to approve the changes to the Application Process. Tasha Warnke seconded. Motioned carried.
- HS/EHS Selection Criteria – SNAP was added to the Selection Criteria. Tasha Warnke motioned to approve the update to the Selection Criteria. Samantha College seconded. Motioned carried.

Next Policy Council Meeting – May 24, 2022 – 6:00 PM

Tasha Warnke motioned to adjourn at 7:05 PM. Megan Wordekemper seconded. Motion carried.