

HS/EHS POLICY COUNCIL MEETING

December 6, 2022

P.C. Members present: Macy Cross, Paul Daggett, Katelynn Fees, Dijana Hammond, Chelsea Meier, Leah Tallent, Lisa Wiederien.

P.C. Members present via Zoom: Heidi Crouse, Natasha Foster, Laura Hayes, Sandra Hernandez, Leslie Mendoza-Sanchez, Allison Moreland, Amber Peplinski, and Aspen Winey.

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

Leah Tallent called the meeting to order at 6:07 p.m.

Roll Call

Financial Reports

The following financial reports were reviewed with the Policy Council:

- 1) CH Grant – HS/EHS October 2022
- 2) CRRSA/ARP October 2022
- 3) All Credit/charge card activity for October 2022

There was a general discussion of various line items. It was noted that Head Start/Early Head Start is 92% through the program year (07CH010517). Non-federal is at 68%. The Non-Federal Waiver request has been approved. CRRSA/ARP (HE Grant) March 2021 through March 2023, CRRSA is fully expended, and the ARP has \$201,201.09 remaining of the COVID funds. The No Cost Extension (HP Grant) will be fully expended by 12/31/22 and consolidated with the CH Grant. Sheri discussed with the Policy Council the financial reports ending October 31, 2022. She noted the SUTA rate for 2023 is increasing from 4.3% to 7%. With this increased rate the agency would be contributing over twice as much as their annual claim if they continue in the insurance pool. Due to the financial hardship this puts on the agency, we have requested to move to Direct Pay. Due to a majority of the unemployment claims being HS and the financial impact it will have on the program; Sheri is recommending establishing a self-insurance reserve in accordance with CFR 75.431. A motion was made by Paul Daggett to accept the October financial reports as presented. Chelsea Meier seconded. Motion carried.

Policy Council Minutes

October 18, 2022, minutes were reviewed. Dijana Hammond motioned to approve the minutes as read. Leah Tallent seconded. Motion carried.

Program Report

Tonya summarized the following items on the October 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 the Head Start Average Daily Attendance is 87% and the Disabilities requirement of 10% is met. Tonya reported staff openings that have been filled since the end of October.

Health & Safety

Staff completes weekly and monthly checks. There were no new uncorrected reports.

NOI Board Minutes

October 27, 2022, minutes were shared. There were no questions or concerns.

Committee Reports

School Readiness (Fall checkpoints) tabled until January. Education Coordinator is working on reports.

IM/PI Alerts

ACF-IM-HS-22-08: Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start Recipients and ACF-IM-HS-22-09: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots was shared.

Policy 533 Early Head Start Transition

Tonya explained the change to Policy 533 for the Early Head Start Home-Based option. In Procedure 13 and 14, income eligible children who turn 3 after September 15th and before March 1st, will be transferred into a classroom once an opening is available, depending on some factors:

- Wait list
- Health status
- Development level
- Classroom availability

Heidi Crouse motioned to approve the changes to Policy 533 Early Head Start Transition. Leah Tallent seconded. Motion carried.

HS/EHS Selection Criteria

Tonya explained the Selection Criteria (point system) process. There were no changes to the current Selection Criteria.

Paul Daggett motioned to approve the HS/EHS Selection Criteria. Katelynn Fees seconded. Motion carried.

2021-2022 HS/EHS Annual Report

The Annual Report was reviewed. All Head Start and Early Head Start families will receive a copy.

Policy Council Schedule Survey Results

The survey results were shared. Meetings will continue to be the last Tuesday of each month at 6:00 PM.

Policy Council 101

Tonya presented Policy Council 101.

Next Policy Council Meeting – January 24, 2023 – 6:00 PM

Paul Daggett motioned to adjourn at 7:16 PM. Leah Tallent seconded. Motion carried.