

HS/EHS POLICY COUNCIL MEETING

August 9, 2022

P.C. Members present via Zoom: Mandy Anderson, Emily Bailey, Heidi Crouse, Will Hoepfner, Amber Peplinski, Lindsey Shriver, Lisa Sorensen, and Natasha Warnke.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, and Pam Stanzyk, HS/EHS Office Coordinator.

Amber Peplinski called the meeting to order at 6:11 p.m.

Roll Call

Financial Reports

The following financial reports were reviewed with the Policy Council (May Financials were emailed to Policy Council in June):

- 1) CH Grant – HS/EHS June 2022
- 2) CRRSA/ARP (HE Grant) June 2022
- 3) HP Grant – June 2022 (No Cost Extension thru 12/31/22)
- 4) All Credit/charge card activity for June 2022

There was a general discussion of various line items. It was noted that Head Start/Early Head Start is 50% through the program year (07CH010517). Non-federal is at 52%, watching closely, may need to request a waiver. CRRSA/ARP (HE Grant) March 2021 through March 2023. C5 is fully expended. C6 has \$324,075.53 remaining, there is a plan in place to expend. A motion was made by Mandy Anderson to accept the May and June financial reports as presented. Lisa Sorensen seconded. Motion carried.

Policy Council Minutes

May 24, 2022, and July 12, 2022, minutes were reviewed. Heidi Crouse motioned to approve the minutes as read. Mandy Anderson seconded. Motion carried.

Program Report

Tonya summarized the following items on the June 2022 Program Report (May Program Report was emailed to Policy Council in June):

- 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. There were no new reports.

NOI Board Minutes

May 27, 2022, and June 30, 2022, minutes were shared. There were no questions or concerns.

Committee Reports

Head Start and Early Head Start School Readiness goals for Spring were shared.

IM/PI Alerts

ACF-IM-HS-22-04: Competitive Bonuses for the Head Start Workforce was shared.

School District Partnership Agreements

Tonya updated that most of the agreements have been received.

Program Goals

- Self-Assessment Report and Program Improvement Plan 2022-2023 was reviewed. Tonya discussed the programs short term goals included in the plan. Lindsey Shriver motioned to approve the Self-Assessment Report and Program Improvement Plan. Lisa Sorensen seconded. Motion carried.
- Strategic Plan 2022-2026 was reviewed. Tonya discussed the five-year goals of the program. Lindsey Shriver motioned to approve the Strategic Plan. Heidi Crouse seconded. Motion carried.

HS/EHS Baseline Grant 12/1/22 – 11/30/23

Grant No. 07CH010517 was reviewed. The program is submitting an application for Head Start for \$2,574,279 for Program Operations and \$25,196 Training and Technical Assistance and for Early Head Start \$2,103,724 for Program Operations and \$47,437 Training and Technical Assistance. Funded enrollment for Head Start is 247 and Early Head Start is 100 (pending approval of the reduction request which will reduce EHS enrollment to 91). This request is for year one of a 5-year grant. Mandy Anderson motioned to approve the request to submit the HS/EHS Baseline Grant. Will Hoepfner seconded. Motion carried.

2022-2023 Retention Incentive Policy

The Retention Incentive Policy was written in accordance with ACF-IM-HS-21-05. The program will primarily utilize the American Rescue Plan and other COVID-19 relief funds. Lisa Sorensen motioned to approve the Head Start Staff Retention Incentive Policy. Heidi Crouse seconded. Motion carried.

HS/EHS Training and Technical Assistance Plan and Budget

The 2022-2023 HS/EHS Training and Technical Assistance Plan and Budget was reviewed. Mandy Anderson motioned to approve the Training and Technical Assistance Plan and Budget. Lindsey Shriver seconded. Motion carried.

HS Fall Programming Schedule

The Fall Programming Schedule is part of the grant. It was noted that the program added an AM session in Carroll and Rockwell City will have AM and PM for both the 3-year-old and 4-year-old sessions. Lisa Sorensen motioned to approve the 2022-2023 HS Fall Programming Schedule. Lindsey Shriver seconded. Motion carried.

HS/EHS Policies & Procedures – Updates/changes

Updates to the following Policies and Procedures were reviewed.

- Policy 101
- Policy 106
- Policy 111
- Policy 125
- Policy 127
- Policy 302
- Policy 304
- Policy 309

- Policy 702
- Policy 703
- Policy 524
- Policy 224 was added to the Parent Handbook

Lindsey Shriver motioned to approve the policy additions and changes. Lisa Sorensen seconded. Motion carried.

New Opportunities, Inc. – Employee Referral Incentive Program Policy

The agency policy, Employee Referral Incentive Program, was reviewed.

CACFP Agreement – Review

The CACFP Agreement was reviewed.

Federal Mileage Reimbursement Increase

The Federal Mileage Reimbursement was increased to 62.5 cents.

Next Policy Council Meeting – September 27, 2022 – 6:00 PM

Lisa Sorensen motioned to adjourn at 7:13 PM. Mandy Anderson seconded. Motion carried.