

HS/EHS POLICY COUNCIL MEETING

March 26, 2019

P.C. Members present: Carrie Holm, Tracie Hull, Caitlin Mateer, Beckie Roberts, and Roy Wagner.

Staff present: Tonya Weber, HS/EHS Director, Chad Jensen, CEO, and Pam Stanzyk, HS/EHS Office Coordinator.

Caitlin Mateer called the meeting to order at 6:05 p.m.

Roll Call

Financial Reports

Tonya presented the Head Start/Early Head Start Summary and Financial Report for December 2018 through February 2019. There was a general discussion of various line items. It was noted that the program is 25% through the budget year and 24% expended. All HS/EHS credit card activity was reviewed for February 2019.

Beckie Roberts motioned to accept the Financial Report ending February 28, 2019. Roy Wagner seconded. Motion carried.

Policy Council Minutes

February 26, 2019, minutes were read. It was noted that Caitlin Mateer's name needs to be removed from the minutes as she was not present at the February 26th meeting. Roy Wagner motioned to approve the minutes with this change. Tracie Hull seconded. Motion carried.

Program Report

Tonya summarized the following items on the February 2019 Head Start/Early Head Start Program Report: HS/EHS Enrollment and Attendance; HS/EHS Education & Disabilities; Communication; Professional Development; Volunteer/Parent Involvement; In-Kind; Staff Openings; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health.

Tonya encouraged policy council members to advocate to parents the importance of regular attendance for their children. Staff opening for Waukee Program Aide has been filled.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

February 28, 2019, minutes were shared. There were no questions or concerns. Board of Directors also met in February to review and approve New Opportunities Policies and Procedures.

Committee Reports

Self-Assessment: Tonya explained the process of completing a Health & Safety check at centers. If Policy Council members are interested in participating, contact Tonya.

IM/PI Alerts

ACF-IM-HS-1901: General Disaster Recovery Flexibilities was shared with Policy Council members.

HS Duration Grant / EHS Expansion Grant – Follow Up

Tonya received official notification that both the Head Start Duration Grant and Early Head Start Expansion Grant were awarded. The HS Duration Grant will enable one Jefferson classroom and the Audubon classroom to be full day sessions. The EHS Expansion Grant will provide center-based services in Perry and Carroll, funding 32 slots each. EHS center-based services are projected to start March 2020.

2018-2019 HS/EHS Parent Evaluation – Follow Up

Parent evaluations continue to be submitted and tabulated. Results will be shared at the next Policy Council meeting.

New Opportunities Fiscal year 2018 Audit Report

Chad presented the Fiscal Year 2018 Annual Agency Audit. This was a clean audit. The complete report is available on the New Opportunities website.

New Opportunities Policies & Procedures / 2018 Agency Annual Report

Chad presented the 2018 Agency Annual Report. The Annual Report is available on the New Opportunities website.

Chad informed Policy Council that Stu Cochrane has been approved to serve as legal consultant for New Opportunities.

Chad presented a summary of proposed changes to the Human Resources Policies and Procedures. Roy Wagner motioned to approve the updates to the Human Resources Policies and Procedures. Tracie Hull seconded. Motion carried.

Chad informed Policy Council that there have not been any changes to the Behavioral Health Services Policies and Procedures. Roy Wagner motioned to approve the Behavioral Health Services Manual. Tracie Hull seconded. Motion carried.

Chad informed Policy Council that there have not been any changes to the HIPPA Policies and Procedures manual. Beckie Roberts motioned to approve the HIPPA Policies and Procedures manual. Tracie Hull seconded. Motion carried.

Chad informed Policy Council that there have not been any changes to the Affirmative Action Policies and Procedures manual. Roy Wagner motioned to approve the Affirmative Action Policies and Procedures manual. Tracie Hull seconded. Motion carried.

Chad presented a summary of proposed changes to the Fiscal Policies and Procedures. Beckie Roberts motioned to approve the updates to the Fiscal Policies and Procedures manual. Roy Wagner seconded. Motion carried.

Next Policy Council Meeting – April 2019 to be determined – 6:00 PM

Roy Wagner motioned to adjourn at 6:45 PM. Tracie Hull seconded. Motion carried.