

HS/EHS POLICY COUNCIL MEETING

March 28, 2017

Policy Council Members present: Amy Carpenter, Cindy Greteman, Nickie LePenske, Ashley Lynch, and Jaime Weitzl.

Conference Call: Kim Denman (had to sign off at 6:20).

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

Ashley Lynch called the meeting to order at 6:05 p.m.

Roll Call

Financial Reports

Sheri Mertz, CFO, presented the Head Start/Early Head Start Summary and Financial Report for December 2016 through February 2017. There was a general discussion of various line items. It was noted that the Budget includes 100% Continuation Grant, 100% Duration Startup, and 50% Duration for this budget year; next year duration will be 100%. All HS/EHS credit card activity was reviewed for February 2017.

Nickie LePenske motioned to accept the Financial Report ending February 28, 2017. Cindy Greteman seconded. Motion carried.

Policy Council Minutes

February 21, 2017, minutes were read. Nickie LePenske motioned to approve the minutes as read. Jaime Weitzl seconded. Motion carried.

Program Report

Tonya summarized the following items on the February 2017 Head Start/Early Head Start Program Report: HS/EHS Enrollment and Attendance; HS/EHS Education & Disabilities; Communication; Professional Development; Volunteer/Parent Involvement; In-Kind; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health.

It was noted that Disabilities has met the 10% requirement.

Health & Safety

There was one corrected report to review and no uncorrected reports.

NOI Board Minutes

The February 23, 2017, minutes were shared. There were no questions or concerns.

Committee Reports

Nothing new to report.

Staff Updates

Amanda Johnson, Carroll Program Aide, resigned effective April 13, 2017. Looking at utilizing staff we have or substitutes for remainder of this school year.

IM/PI Alerts

No new IM's or PI's to review.

Early Childhood State Fair at the Capitol – Follow Up

Tonya gave a brief update of the day talking with Legislators.

Application for Purchase of Waukee Building – Update

Application submitted March 16. Tonya shared the application with policy council members.

2016-2017 HS/EHS Parent Evaluation – Follow Up

Evaluations are continuing to be received.

EHS Grant – Follow Up

Tonya shared that we did not receive the center-based EHS Grant.

New Opportunities Fiscal Year 2016 Audit Report

Sheri presented the Fiscal Year 2016 Annual Agency Audit. There were no findings or compliance issues to report. The complete report is available on the New Opportunities website. If policy council would like a paper copy, contact Pam.

New Opportunities Policies and Procedures / 2016 Agency Annual Report

Chad presented the 2016 Agency Annual Report. The Annual Report is available on the New Opportunities website. If policy council would like a paper copy, contact Pam.

Chad informed Policy Council that if one of the Board Members is not an attorney, then New Opportunities is required to have an agreement with an outside attorney to consult with the Policy Council / Board as needed. Stu Cochrane has been approved to serve as legal consultant for New Opportunities.

Sheri presented changes/clarification to the Fiscal Policies and Procedures:

1. Amend the wording under the section Use of Purchase Orders; noting purchase orders are not mandatory.
2. Update the table Authorization and Purchasing Limits. Clarification was made for purchases between \$25,001 and \$150,000. Required solicitation is three written bids and required documentation is explanation of how decision was made.

Amy Carpenter motioned to approve the updates to the Fiscal Policies and Procedures manual. Nickie LePenske seconded. Motion carried.

Chad presented a summary of proposed changes to the Human Resources Policies and Procedures. Jaime Weigl motioned to approve the Human Resources Policies and Procedures manual. Nickie LePenske seconded. Motion carried.

Chad presented a handout of updates to the Behavioral Health Services Policies and Procedures manual. Amy Carpenter motioned to approve the updates to the Behavioral Health Services Policies and Procedures manual. Nickie LePenske seconded. Motion carried.

Chad informed the Policy Council that there haven't been any changes to the HIPPA Policies and Procedures manual. Nickie LePenske motioned to approve the HIPPA Policies and Procedures manual. Cindy Greteman seconded. Motion carried.

Chad informed the Policy Council that there haven't been any changes to the Affirmative Action Policies and Procedures manual. Nickie LePenske motioned to approve the Affirmative Action Policies and Procedures manual. Amy Carpenter seconded. Motion carried.

Policy Council Training – New Head Start Performance Standards – ERSEA & Program Structure

Policy Council members watched a video on ERSEA and Program Structure. Tonya distributed the new Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework to policy council members present at tonight's meeting.

Nickie LePenske motioned to adjourn at 7:12 PM. Cindy Gretemen seconded. Motion carried.

Next Policy Council meeting April 25, 2017, 6:00 PM.