

HS/EHS POLICY COUNCIL MEETING

March 24, 2015

P.C. Members present: Gene Meiners.

Conference Call: Michael Austin, Krystal Colwell, Kim Denman, and Kristy Wefers.

Staff present: Tonya Weber and Chad Jensen.

Gene Meiners called the meeting to order at 6:05 p.m.

Roll Call

Financial Reports

Chad Jensen, CEO, presented the Head Start/Early Head Start Summary and Financial Report for December 2014 through February 2015. There was a general discussion of various line items. All HS/EHS credit card activity was reviewed for February 2015.

Michael Austin motioned to accept the Financial Report ending February 2015. Krystal Colwell seconded. Motion carried.

Policy Council Minutes

February 24, 2015, minutes were read. Kim Denman motioned to approve the minutes as read. Michael Austin seconded. Motion carried.

Program Report

Tonya summarized the following items on the February 2015 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.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

The January 29, 2015, Board minutes were shared. There were no questions or concerns.

Committee Reports

Discussed self-assessment; policy council members will be asked to participate. Timeline: Tonya will be in contact and then in late April or early May a self-assessment report will be established to reflect the program's goals and objectives for the upcoming year.

Program Monitoring – Update

CLASS follow-up. Fiscal/ERSEA provided dates of review.

Staff Updates

Nichole Olberding (hire), Gloria Ayala (resignation), Jane Heithoff (retirement), Kristin Smutz (potential hire for Health Coordinator). Michael Austin motioned to approve the above staff changes. Kristy Wefers seconded. Motion carried.

IM/PI Alerts

Reviewed ACF-IM-HS-15-02: Native Language Preservation, Revitalization, Restoration, and Maintenance in Head Start and Early Head Start Programs.

Revised Code of Conduct

Reviewed changes based on new ERSEA regulations. Krystal Colwell motioned to approve the revisions to the Code of Conduct. Kim Denman seconded. Motion carried.

Early Childhood Iowa Day on the Hill – Follow-Up

No one present attended Day on the Hill on March 5, 2015.

ERSEA Changes / Training

Tonya provided training to the policy council on the changes to ERSEA effective March 12, 2015. ERSEA Work Plan was reviewed. Krystal Colwell motioned to approve the 2015-2016 ERSEA Work Plan. Kristy Wefers seconded. Motion carried. Selection Criteria was reviewed. Krystal Colwell motioned to approve the 2015-2016 HS/EHS Selection Criteria. Kristy Wefers seconded. Motion carried.

Parent Evaluation – Follow-Up

Continuing to receive HS/EHS Parent Evaluations.

NOI Fiscal Year 2014 Audit Report

Chad Jensen presented the Fiscal Year 2014 Annual Agency Audit. There were no findings or compliance issues to report. In addition to the Annual Audit, Chad reviewed a presentation prepared by the independent auditors, Gronewold, Bell, Kyhnn & Co., P.C., which gives comparisons from prior years for various categories of income and expenses.

NOI Policies and Procedures / 2014 Agency Annual Report

*Agreement with Attorney – no approval needed, agreement has been signed to keep attorney same as past years: Stu Cochrane.

*Chad informed the P.C. Members that the Fiscal Policies and Procedures are in the process of being updated to reflect all changes as a result of implementation of the new Super Circulars. Super Circulars were reviewed.

*Annual Report for New Opportunities is available on organization website.

*Chad gave a summary of the proposed changes to the Human Resources Policies and Procedures Manual. Kristy Wefers motioned to approve the proposed changes to the Human Resources Policies and Procedures Manual. Krystal Colwell seconded. Motion carried.

*Chad informed the P.C. Members that there haven't been any changes to the Behavioral Health Services Policies and Procedures. Krystal Colwell motioned to approve the Behavioral Health Services Policies and Procedures. Kim Denman seconded. Motion carried.

*Chad informed the P.C. Members that there haven't been any changes to the HIPPA Policies and Procedures. Krystal Colwell motioned to approve the HIPPA Policies and Procedures. Kim Denman seconded. Motion carried.

*Chad informed the P.C. Members that there haven't been any changes to the Affirmative Action Policies and Procedures. Krystal Colwell motioned to approve the Affirmative Action Policies and Procedures. Kim Denman seconded. Motion carried.

*Board Code of Ethics; Nepotism Policy and Conflict of Interest were reviewed. Pam will mail these to all the Policy Council members to review and sign off on.

Additional Policy Council Training will be rescheduled for a later date.

Krystal Colwell motioned to adjourn at 6:58 p.m. Kristy Wefers seconded. Motion carried.

Next Policy Council meeting April 21, 2015, 6:00 PM.