

HS/EHS POLICY COUNCIL MEETING

December 10, 2019

P.C. Members present: Heather Brady, Enrique Cruz Garcia, Amanda Gay, Zach Gay, Kenya Gonzalez, Amber Liechti, Caitlin Mateer, Jamie Miller-West, Beckie Roberts, Katina Sampsel, and Eugene Meiners, NOI Board President.

Conference Call: Heidi Crouse.

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

Jamie Miller-West called the meeting to order at 6:12 p.m.

Roll Call

Financial Reports

Sheri presented the Head Start/Early Head Start Summary and Financial Report for December 2018 through October 2019. There was a general discussion of various line items. It was noted that the program is 92% through the budget year and 80% expended. Non-federal is at 89%. All HS/EHS credit card activity was reviewed for October 2019.

Sheri presented the Early Head Start Center-Based Summary and Financial Report March 2019 through October 2019. There was a general discussion of various line items. It was noted that the EHS Center-Based Program Year runs March 1, 2019 through February 29, 2020.

Heather Brady motioned to accept the HS/EHS Financial Report ending October 31, 2019, and the EHS Center-Based Financial Report ending October 31, 2019. Enrique Cruz Garcia seconded. Motion carried.

Policy Council Minutes

October 22, 2019, minutes were read. Zach Gay motioned to approve the minutes as read. Beckie Roberts seconded. Motion carried.

Program Report

Tonya summarized the following items on the October 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.

The Program Report is a snapshot of where the Head Start and Early Head Start programs are at the end of the month. EHS home visit attendance was up from September at 84%. Tonya reviewed resignations and hiring within the programs for October and November.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

October 31, 2019, minutes were shared. There were no questions or concerns.

Committee Reports

Health Services Advisory Committee communicates throughout the program year utilizing professionals in the communities to guide the health area of the program. The committee also meets annually to review policies and share the annual report.

IM/PI Alerts

ACF-IM-HS-19-04: Accounting Simplification for Head Start and Early Head Start Operations and Service Funds and ACF-IM-HS-19-05: Accounting and Reporting Capital Leases were reviewed.

Parent Leadership Conference

Three parents attended Parent Leadership.

EHS Center-Based Continuation Grant – Update

The final EHS Center-Based Continuation Grant and Budget Justification Narrative were provided. The grant runs March 1, 2020 through February 28, 2021. The budget was discussed. Sheri shared that New Opportunities will be submitting a request to carry over Early Head Start Center-Based start-up funds from the 2019-2020 program year as facilities have yet to be completed. This carry over proposal will be brought to Policy Council in early 2020.

EHS Center-Based Training and Technical Assistance Plan

Tonya presented the EHS Center-Based Training and Technical Assistance (T/TA) Plan. Heather Brady motioned to approve the EHS Center-Based Training and Technical Assistance Plan. Amber Liechti seconded. Motion carried.

2018-2019 Head Start Budget Revision and Major Equipment Purchases

At the October 22, 2019 meeting, Policy Council discussed purchasing a 2019 Prius and a Welch Allyn SPOT Vision Screener. Tonya shared the budget revision submitted and requested the Policy Council take formal action to approve these purchases. Katina Sampsel motioned to approve purchasing a 2019 Prius and SPOT Vision Screener. Zach Gay seconded. Motion carried.

2019-2020 EHS Center-Based Budget Revision and Major Equipment Purchases

Tonya shared a proposal to purchase two 2020 Prius' for staff usage in the EHS Center-Based Program. The application must be submitted by February 1, 2020. Tonya requested approval to move forward and submit a budget revision and request to purchase. Zach Gay motioned to approve the proposal to purchase two 2020 Prius vehicles. Heather Brady seconded. Motion carried.

Child Care Reimbursement Form Revision

Minor changes were made to the Child Care Reimbursement Form. Tonya presented the form changes and requested approval. Katina Sampsel motioned to approve the revised Child Care Reimbursement Form. Heather Brady seconded. Motion carried.

Policy Council Community Representatives

Beckie Roberts, Caitlin Mateer, Enrique Cruz Garcia, and Kenya Gonzalez agreed to serve on the 2019-2020 Policy Council as Community Representatives. Tonya requested Policy Council approval of these Community Representatives.

Katina Sampsel motioned to approve Beckie Roberts, Caitlin Mateer, Enrique Cruz Garcia, and Kenya Gonzalez to serve as Community Representatives. Zach Gay seconded. Motion carried.

Policy Council Schedule / Survey Results

Survey results determined Policy Council meetings to be the last Tuesday of each month at 6:00 PM.

Next Policy Council Meeting – January 28, 2020 – 6:00 PM

Amber Liechti motioned to adjourn at 6:54 PM. Katina Sampsel seconded. Motion carried.