

HS/EHS POLICY COUNCIL MEETING

February 24, 2015

P.C. Members present: Kristy Wefers and Eugene Meiners

Conference Call: Michael Austin, Kim Denman, and Brian Swagel.

Staff present: Tonya Weber, Sheri Mertz, and Pam Stanzyk.

Kristy Wefers called the meeting to order at 6:23 p.m.

Roll Call

Financial Reports

Sheri Mertz, CFO, presented the closeout for Head Start/Early Head Start Summary and Financial Report for December 2013 through November 2014. It was noted that the Non-Federal (In-Kind) exceeded the required amount. There was a general discussion of various line items. Sheri also presented the Head Start/Early Head Start Summary and Financial Report for the program year beginning December 1, 2014, through January 31, 2015. Non-Federal through January is 23%. There was a general discussion of various line items. Sheri gave a brief overview of OMB Super Circular. Areas discussed included: Pre-Award Process, Conflicts of Interest, Procurement, Internal Controls, Limited Allowable Costs, and Timesheet (Time and Effort) Rules. All HS/EHS credit card activity was reviewed for January 2015. Brian Swagel motioned to accept the closeout of the Financial Report ending November 2014 and the Financial Report for December 2014 through January 2015. Michael Austin seconded. Motion carried.

Policy Council Minutes

January 20, 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 January 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. It was noted that the percentage for home visits is up after the holidays. In-Kind totals year to date per center is now on report.

Health & Safety

There was one corrected report reviewed.

NOI Board Minutes

The December 11, 2014, Board minutes were shared. There were no questions or concerns.

Committee Reports

Self-Assessment process has begun, implementing past protocol questions. Tonya will be contacting policy council members on the Self-Assessment committee.

Program Monitoring – Update

Three reviews taking place this year include this year include Health & Safety visit (January 26-30); Fiscal/ERSEA; and CLASS (coming March 9-13).

Staff Updates

Cody Auen, Sac Teacher Associate, resigned effective February 6, 2015. Beth Liechti was hired upon policy council approval as HS/EHS Mental Health Coordinator. Kim Denman motioned to approve the hiring of Beth Liechti and the resignation of Cody Auen. Brian Swagel seconded. Motion carried.

IM/PI Alerts

ACF-IM-HS -15-01: Real Property Reporting and Request Requirements was reviewed.

State Funded EHS Grant

Applied for 12 total slots for Carroll and Sac. Tonya was notified that we did not receive the grant. Tonya will apply for the Shared Visions Parent Support Program grant, due March 19, 2015.

Federal Mileage Rate

Tonya shared that the federal mileage rate increased to 57.5 cents per mile.

Early Childhood Iowa Day on the Hill

Day on the Hill is March 5, 2015. An informational sheet was shared with policy council members. Tonya encouraged parents to attend.

2015-2016 Recruitment

Recruiting for 2015-2016 has begun. Recruitment is conducted all year long, but now is the push for Head Start.

2015-2016 ERSEA Work Plan / 2015-2016 HS/EHS Selection Criteria

ERSEA Work Plan and Selection Criteria tabled. Several changes have been made from the Federal Government; therefore, changes need to be made to the work plan and selection criteria. Tonya will ask for approval next month.

Parent Evaluation

Evaluations have been sent out to staff. Parents should be receiving them in the near future. Parents are highly encouraged to fill out. They are available on surveymonkey as well.

Additional Policy Council Training

Program Governance Module2: Roles & Responsibilities training tabled until March.

Kim Denman motioned to adjourn at 6:56 p.m. Kristy Wefers seconded. Motion carried.

Next Policy Council meeting March 17, 2015, 6:00 pm.