

HS/EHS POLICY COUNCIL MEETING

September 22, 2020

P.C. Members present: Heidi Crouse, Zack Gay, Jamie Gonzalez, Jamie Miller-West, Wendy Salgado, and Eugene Meiners, NOI Board President.

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

Jamie Miller-West called meeting to order at 6:05 PM.

Roll Call

Financial Reports

The following financial reports were reviewed with the Policy Council:

- 1) HS/EHS December 2019 – July and August 2020
- 2) EHS Center Based March 2020 – July and August 2020
- 3) All credit/charge card activity for July and August 2020

There was a general discussion of various line items. It was noted that the financials include COVID-19 funding, with the understanding it will end November 30, 2020.

It was moved by Zack Gay and seconded by Jamie Gonzalez to accept the reports as presented. Motion carried.

Policy Council Minutes

August 11, 2020 minutes were reviewed. Zack Gay motioned to approve the minutes as read. Jamie Gonzalez seconded. Motion carried.

Program Report

The following items were presented for the July and August 2020 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.

It was noted on the August Report that the program is not enrolled at full capacity due to COVID-19 as previously discussed. EHS HB is completing virtual home visits due to COVID-19. EHS HB is fully enrollment at 36. EHS CB families are receiving home visitation until building construction is complete. Staff openings listed have been filled.

Health & Safety Classroom/Playground

There were no corrected or uncorrected reports to review.

NOI Board Minutes

August 13, 2020 minutes were shared.

Committee Reports

Health Services Advisory Committee is comprised of local health professionals and HS/EHS parents. In the past the committee met twice per year, at this time if health expertise is needed, reaches out to the council members at that time.

IM/PI Alerts

ACF-PI-HS-20-05: Final Rule on Designation Renewal System Changes was reviewed.

2019-2020 Program Information Report (PIR)

Office of Head Start is not requiring PIR this year due to COVID-19.

EHS Center Based – Update

Construction is taking place at the Perry site. Carroll building coming along; anticipate opening in November.

EHS Center Based Carry-Over – Carroll

Tonya explained the 2019-2020 Funding Carryover Request for Carroll and requested approval from Policy Council to request the move of funding from the 2019-2020 program year to the 2020-2021 program year. A request to carryover for Perry has already been approved.

Zack Gay motioned to approve the request to carryover funding for Early Head Start Carroll Center Based. Heidi Crouse seconded. Motion carried.

Equipment Purchase Request over \$5000

EHS Center Based Range for Carroll location - \$6,042 plus shipping and install.

EHS Center Based Dishwasher for Carroll location - \$10,524 plus shipping and install.

Tonya requested approval to purchase a range and dishwasher for the EHS Center Based Carroll location; both are commercial appliances and have already been included in budget.

Zack Gay motion to approve the purchase of the range and dishwasher. Wendy Salgado seconded. Motion carried.

Perry Storm Damage

Damage from Derecho has been looked at by insurance company. Most of the damage is to the playground; working on getting damage repaired and items replaced.

Next Policy Council Meeting –October 27, 2020 – 6:00 PM

Zack Gay motioned to adjourn at 7:41 PM. Heidi Crouse seconded. Motion carried.