

## **HS/EHS POLICY COUNCIL MEETING**

October 27, 2020

P.C. Members present: Maryam Ally-Santos, Mandy Anderson, Emily Bailey, Enrique Cruz-Garcia, Kenya Gonzalez, Tracie Hull, Jasmine McNeill, Amber Peplinski, Jamie Petersen, Juana Romero, Katina Sampsel, Lisa Sorensen, 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 Petersen called meeting to order at 6:06 PM.

### **Roll Call**

### **Financial Reports**

The following financial reports were reviewed with the Policy Council:

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

There was a general discussion of various line items. It was noted the program will request a waiver for Non-Federal (In-Kind).

A motion was made by Katina Sampsel and seconded by Enrique Cruz-Garcia to accept the reports as presented and to approve the request for a waiver for Non-Federal (In-Kind). Motion carried.

### **Policy Council Minutes**

September 22, 2020 minutes were reviewed. Lisa Sorensen motioned to approve the minutes as read. Tracie Hull seconded. Motion carried.

### **Program Report**

The following items were presented for the September 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 that Non-Federal (in-kind) is required even though classrooms are running differently due to COVID-19 and that it has been particularly difficult to get in-kind during this time.

### **Health & Safety Classroom/Playground**

Staff complete weekly and monthly checks. Corrected and uncorrected reports were shared.

### **NOI Board Minutes**

September 24, 2020 minutes were shared.

### **Committee Reports**

Nothing new to report.

### **IM/PI Alerts**

ACF-IM-HS-20-05: Fiscal Year (FY) 2021 Monitoring Process for Head Start and Early Head Start Grantees was reviewed.

### **EHS Center Based – Update**

Tonya summarized EHS Center Based for the new policy council members. Center Based can serve 32 in Carroll County and 32 in Perry. The program purchased part of the building that occupies Head Start in Perry and In the process of purchasing a building for Carroll.

- Perry Building – Change Order request \$4562.00 for plumbing work.
- Carroll Building – Offer for Real Estate Addendum request to increase purchase price by \$30,000.00.

### **EHS Center Based Carry-Over – Carroll**

Tonya received notification that the carry-over request was granted.

### **HS/EHS 2019-2020 Grant Amendment**

Tonya presented the Budget Revision Narrative for Head Start and Early Head Start Home Based Grant requesting to move funds into the construction line item for the 2019-2020 budget year to pay down the mortgage and ensure the program can pay for renovations. The Revision also includes an in-kind waiver request.

Lisa Sorensen motioned to approve the HS/EHS 2019-2020 Grant Amendment. Tracie Hull seconded. Motion carried.

### **EHS Center Based Continuation Grant**

The Early Head Start Center Based Continuation Grant Budget Justification was presented and approval to submit the grant was requested; grant is due in December. Program Operations funding is \$1,504,765 and Training and Technical Assistance is \$36,024 totaling \$1,540,789.

Mandy Anderson motioned to approve the submission of the EHS Center Based Continuation Grant. Lisa Sorensen seconded. Motion carried.

### **Head Start End of Year Projects**

Tonya discussed with policy council that the Waukee parking lot and roof need to be repaired and the Waukee HVAC needs replaced. Policy Council discussed each of these projects and expected costs. The program is awaiting the HVAC bid at this time.

Lisa Sorensen motioned to submit a request for approval for equipment over \$5000 should it be needed once the HVAC bid is received. Jasmine McNeill seconded. Motion carried.

### **2019-2020 Annual Report**

Annual Report In the process of being completed. It will be provided next policy council meeting.

### **Community Needs Assessment**

Tonya presented the 2020 Community Needs Assessment discussing highlights of the report.

### **History of Head Start / Performance Standard Training / Policy Council Handbook**

Tonya provided Head Start/Early Head Start Policy Council training.

### **Code of Ethics / Nepotism Policy / Conflict of Interest Policy**

Tonya explained the Code of Ethics, Nepotism Policy and Conflict of Interest Policy. Pam will mail to the 2020-2021 Policy Council members for their signature. A self-addressed stamped envelope will be provided.

### **Committee Explanations / Committee Sign-up**

Tonya explained each committee and encouraged policy council members to serve on at least one committee. If interested, contact Pam with your desired committee.

### **Election of 2020-2021 Policy Council Officers / Approval of Community Representatives**

Tonya explained the importance of each officer duty. Jamie Petersen was nominated for President and Lisa Sorensen was nominated for Vice President.

Tracie motioned to close nominations. Jamie seconded. Motion carried.

Lisa Sorensen motioned to approve Jamie Petersen as Policy Council President. Tracie Hull seconded. Motion carried.

Jamie Petersen motioned to approve Lisa Sorensen as Vice President. Tracie Hull seconded. Motion carried.

The Policy Council Secretary role will remain vacant at this time. Office Coordinator, Pam Stanzyk, will continue to take meeting minutes.

If policy council members know of anyone that would be interested in serving as a Community Representative, contact Tonya.

### **Service Appreciation**

2019-2020 Policy Council members were recognized with a Certificate of Appreciation that will be mailed to them.

### **Policy Council Schedule / Survey**

The survey will be included with the mailing for members to complete and return.

Next Policy Council Meeting – December 8, 2020 – 6:00 PM

Lisa Sorensen motioned to adjourn at 7:43 PM. Tracie Hull seconded. Motion carried.