

HS/EHS POLICY COUNCIL MEETING

October 22, 2019

P.C. Members present: Tiffany Biggs, Heather Brady, Enrique Cruz Garcia, Whitney Cue, Aaron Funes Ramirez, Amanda Gay, Cameron Geis, Jamie Gonzalez, Kenya Gonzalez, Karen Grajeda, Tracie Hull, Amber Liechti, Caitlin, Mateer, Jamie Miller-West, Andi Myers, Rich Myers, Beckie Roberts, Veronica Salazar, Wendy Salgado, Dawn Woody, Megan Wordekemper, and Eugene Meiners, NOI Board President. Zwannah Sarnor, parent, Libni Funes, guest, and Abby Hoffman, guest, were also present.

Conference Call: Heidi Crouse.

Staff present: Tonya Weber, HS/EHS Director, Chad Jensen, CEO, and Pam Stanzyk, HS/EHS Office Coordinator, Jen Wallace, HS/EHS Assistant Director, Family Advocate Jenny Sorensen, Magen Fineran, Christina Schalk, and Marlen Juarez, Home-Based Educator Elise Jablonski, Cecilia Castellanos, and Albina Tigges, Jaime Tigges, HS/EHS Coach, Center Supervisor Nicole Meyer and Nicole Soyer.

Caitlin Mateer called the meeting to order at 6:15 p.m.

Roll Call

History of Head Start / Performance Standards / Policy Council Handbook

Tonya presented training on the History of Head Start, HS/EHS Performance Standards, and the Policy Council Handbook. There were no changes to the By-Laws in the Policy Council Handbook.

Following training, Whitney Cue motioned to approve the Policy Council Handbook. Amanda Gay seconded. Motion carried.

Financial Reports

Tonya presented the Head Start/Early Head Start Summary and Financial Report for December 2018 through September 2019. There was a general discussion of various line items. It was noted that the program is 83% through the budget year and 73% expended. Non-federal is at 74%. Training and Technical Assistance (T/TA) is a specific budget for Head Start and Early Head Start. All HS/EHS credit card activity was reviewed for September 2019.

Tonya presented the Early Head Start Center-Based Summary and Financial Report March 2019 through September 2019. There was a general discussion of various line items. Work continues on the center-based program in Carroll and Perry.

Enrique Cruz Garcia motioned to accept the HS/EHS Financial Report ending September 30, 2019, and the EHS Center-Based Financial Report ending September 30, 2019. Dawn Woody seconded. Motion carried.

Policy Council Minutes

September 24, 2019, minutes were read. Beckie Roberts motioned to approve the minutes as read. Jamie Gonzalez seconded. Motion carried.

Program Report

Tonya summarized the following items on the September 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. It was noted that Head Start is federally funded for 247 children and Early Head Start is funded for 36. It is a requirement to replace openings within 30 days of a child's drop date. Head Start Programs are required to have 10% of funded enrollment include children with disabilities. Non-federal share (In-Kind) was explained. CACFP provides reimbursement for meals served to children. Tonya reviewed the resignations and hiring within the programs.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

September 26, 2019, minutes were shared. There were no questions or concerns.

IM/PI Alerts

ACF-IM-HS-19-03: Head Start and Early Head Start Eligibility for Children in Kinship Care was reviewed.

Parent Leadership Conference

November 2, 2019. If interested, contact Tonya or Pam.

EHS Center-Based Update

Carroll Location: EHS Expansion 1303 application has been submitted to the regional office. Bids were accepted on October 1, 2019, to construct the addition to the existing Head Start/FDC building. The lowest bid was significantly over what was projected. An option to purchase a building in the Carroll area has become available through a community partner. In light of the contractor bids received, Tonya requested approval to move forward in exploring the purchase option. Dawn Woody motioned to approve moving forward in exploring the purchase option. Jamie Gonzalez seconded. Motion carried.

Perry Location: Early Head Start Expansion 1303 application has been submitted to Regional Office. Bids were received October 1, 2019 for the renovations to the Perry site. The program is awaiting approval to proceed.

Continuation Application: Tonya reviewed the Early Head Start Center-Based continuation application for 64 Early Head Start slots. Tonya requested approval to submit the Continuation Grant Application including \$1,440,946 in operating funds, \$36,024 in Training and Technical Assistance, and start-up carry over from 2018-2019. Jamie Gonzalez motioned to submit the Continuation Grant Application. Heather Brady seconded. Motion carried.

CLASS Monitoring Results

Tonya shared the results of the CLASS Monitoring Review; scores exceeded the minimum thresholds defined by the Head Start Program Performance Standards. The lowest 10% of programs will have to re-compete for their grant.

2018-2019 HS/EHS Annual Report

The Annual Report was shared with policy council members. All HS/EHS parents will receive a copy of the report.

Code of Ethics/Nepotism Policy/Conflict of Interest Policy

Tonya explained the Code of Ethics, Nepotism Policy, and Conflict of Interest Policy. Policy Council members were asked to review and sign.

Committee Explanations / Committee Sign-up

Tonya explained each committee. Policy Council members were encouraged to sign up for at least one committee.

Election of 2019-2020 Policy Council Officers / Approval of Community Representatives

Tonya explained the importance of each officer duty. Whitney Cue and Andi Myers were nominated for President. Jamie Gonzalez motioned to close nominations. Heather Brady seconded. Motion carried. Andi Myers was elected President with majority of votes.

Whitney Cue and Jamie Miller-West were nominated for Vice-President. Andi Myers motioned to close nominations. Heather Brady seconded. Motion carried. Jamie Miller-West was elected Vice-President with majority of votes. Rich Myers was nominated for Secretary. Heather Brady motioned to close nominations.

Andi Myers seconded. Motion carried. Rich Myers was unanimously elected for Secretary. There is no Community Representatives needing approval at this time.

Service Appreciation

Tonya recognized the 2018-2019 Policy Council Representatives by presenting them with a Certificate of Appreciation.

Policy Council Schedule / Survey

Policy Council members were asked to complete the survey. Pam will mail members not present the survey along with the Code of Ethics, Nepotism Policy, and Conflict of Interest Policy.

Next Policy Council Meeting – December 10, 2019 – 6:00 PM

Tiffany Biggs motioned to adjourn at 7:48 PM. Enrique Cruz Garcia seconded. Motion carried.