

HS/EHS POLICY COUNCIL MEETING

April 28, 2020

P.C. Members present: Heidi Crouse, Whitney Cue, Caitlin Mateer, Zack Gay, Jamie Miller-West, Katina Sampsel, and Eugene Meiners, NOI Board President.

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

Jamie Miller-West called meeting to order at 10:05 AM.

Roll Call

Financial Reports

The following financial reports were reviewed with the Policy Council:

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

There was general discussion held. It was noted that COVID-19 might have an impact on the programs ability to generate non-federal match. This will continue to be monitored and a waiver requested if deemed necessary.

It was moved by Whitney Cue and seconded by Heidi Crouse to accept the reports as presented. Motion carried.

Policy Council Minutes

February 25, 2020 and April 7, 2020 minutes were reviewed. Zack Gay motioned to approve the minutes as read. Whitney Cue seconded. Motion carried.

Program Report

Tonya summarized the following items on the February and March 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 the overall disabilities requirement of 10% has been met.

Health & Safety Classroom/Playground

There were no corrected or uncorrected reports to review.

NOI Board Minutes

February 27, 2020 minutes were shared.

Committee Reports

No reports this month.

IM/PI Alerts

ACF-PI-HS-20-02: FY 2020 Head Start Funding Increase; ACF-PI-HS-20-03: FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19); and ACF-IM-HS-20-02: Head Start Modular Units were reviewed.

EHS Center Based – Update

Tonya explained the 2019-2020 Funding Carryover Request for Perry and requested approval from Policy Council to move funding from the 2019-2020 program year to the 2020-2021 program year. Zack Gay motioned to approve the 2019-2020 Funding Carryover Request for Perry. Heidi Crouse seconded. Motion carried.

Focus Area 2 Federal Monitoring Review – Follow Up

There is nothing to report at this time.

New Opportunities Fiscal Year 2019 Audit Report

Sheri presented the Fiscal Year 2019 Annual Agency Audit. The complete report is available on the New Opportunities website.

New Opportunities Policies & Procedures / 2019 Agency Annual Report

The 2019 Agency Annual Report will be provided to each Policy Council member. The Annual Report is available on the New Opportunities website.

Chad informed Policy Council that Stu Cochrane has been approved to serve as legal consultant for New Opportunities.

Chad presented a summary of proposed changes to the Human Resources Policies and Procedures. Zack Gay motioned to approve the updates to the Human Resources Policies and Procedures. Whitney Cue seconded. Jamie Miller-West abstained from voting. Motion carried.

Sheri presented a summary of proposed changes to the Fiscal Policies and Procedures. Whitney Cue motioned to approve the updates to the Fiscal Policies and Procedure. Zack Gay seconded. Jamie Miller-West abstained from voting. Motion carried.

Chad informed Policy Council that there have not been any changes to the Behavioral Health Services Policies and Procedures. Whitney Cue motioned to approve the Behavioral Health Services Manual. Zack Gay seconded. Jamie Miller-West abstained from voting. Motion carried.

Chad informed Policy Council that there have not been any changes to the HIPPA Policies and Procedures. Whitney Cue motioned to approve the HIPPA Policies and Procedures Manual. Zack Gay seconded. Jamie Miller-West abstained from voting. Motion carried.

Chad informed Policy Council that there have not been any changes to the Affirmative Action Policies and Procedures. Whitney Cue motioned to approve the Affirmative Action Policies and Procedures Manual. Heidi Crouse seconded. Jamie Miller-West abstained from voting. Motion carried.

COLA & Quality Improvement Funding Application for 07CH010517 to include COVID-19 Funding

Tonya presented COLA & Quality Improvement Funding Application and Budget Narrative for 07CH010517. Policy Council discussed afore mentioned application.

Whitney Cue motioned to approve submitting the COLA & Quality Improvement Funding Application for 07CH010517 to include COVID-19 Funding. Zack Gay seconded. Motion carried.

COLA & Quality Improvement Funding Application for 07HP000122 to include COVID-19 Funding

Tonya presented COLA & Quality Improvement Funding Application and Budget Narrative for 07HP000122. Policy Council discussed afore mentioned application.

Whitney Cue motioned to approve submitting the COLA & Quality Improvement Funding Application for 07HP000122 to include COVID-19 Funding. Zack seconded. Motion carried.

Summer Programming Application for 07CH010517

Tonya presented the Summer Program Application. This is additional one time funding to the 07CH010517 Grant. Policy Council discussed afore mentioned application.

Whitney Cue motioned to approve submitting the Summer Programming Application. Zack Gay seconded. Motion carried.

Infectious Disease Outbreak Emergency Policy

Tonya reviewed new Policy 518 Infectious Disease Outbreak Emergency Policy with Policy Council members. Zack Gay motioned to approve Policy 518 Infectious Disease Outbreak Emergency Policy. Whitney Cue seconded. Motion carried.

Next Policy Council Meeting – May 26, 2020 – 6:00 PM

Whitney Cue motioned to adjourn at 11:10 AM. Zack Gay seconded. Motion carried.