

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

May 29, 2018

P.C. Members present: Amy Carpenter, Cindy Greteman, Joan Kidney, Caitlin Mateer, and Eugene Meiners, NOI Board President.

Conference Call: MK McKenna.

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

Caitlin Mateer called the meeting to order at 6:06 p.m.

### **Roll Call**

#### **Financial Reports**

Sheri presented the Head Start/Early Head Start Summary and Financial Report for December 2017 through April 2018. There was a general discussion of various line items. The program is 42% through the budget year and 42% expended. All HS/EHS credit card activity was reviewed for April 2018. Joan Kidney motioned to accept the Financial Report ending April 30, 2018. Cindy Greteman seconded. Motion carried.

#### **Policy Council Minutes**

April 24, 2018, minutes were read. Amy Carpenter motioned to approve the minutes as read. Joan Kidney seconded. Motion carried.

#### **Program Report**

Tonya summarized the following items on the April 2018 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.

#### **Health & Safety**

There were no corrected or uncorrected reports to review.

#### **NOI Board Minutes**

April 26, 2018, minutes were shared. There were no questions or concerns.

#### **Committee Reports**

The Self-Assessment is in the process of being completed. It will continue to be on the agenda until completed.

#### **Staff Updates**

Amy Patrick hired for Mental Health Coordinator, effective May 29, 2018.

#### **IM/PI Alerts**

ACF-PI-HS-18-03: FY 2018 Head Start Funding Increase was reviewed.

**HS/EHS Policy Approval**

Policy 318 Family Partnership Services-Tiering was written to reflect the new Performance Standards. Tonya reviewed the policy with policy council members. Cindy Greteman motioned to approve Policy 318 Family Partnership Services-Tiering. Amy Carpenter seconded. Motion carried.

**School District Agreements**

Tonya has begun working on agreements for 2018-2019.

**Supplemental Grant Application**

Tonya reviewed the Supplemental One Time Funding Application for Waukee playground with policy council. Tonya requested approval to submit the grant.

MK McKenna motioned to approve the submission of the Supplemental Grant Application. Joan Kidney seconded. Motion carried.

**COLA Grant Application**

Administration for Children and Families (ACF) issued a Cost-of-Living (COLA) increase of 2.6% for all Head Start and Early Head Start grant years beginning after 10/1/17. Therefore, this COLA funding applies to the grant year beginning 12/1/17. An agency wide COLA of 2% was given to all employees at the start of the Agencies Fiscal Year, 10/1/17. All HS and EHS current employees will receive an additional .6% retro adjustment for hours worked after the start of the grant year, 12/1/17. The remaining funding will be used to offset the strain that was put on the budget in order to provide the original 2% unfunded COLA. Tonya shared with the Policy Council the plans for the balance of funds. Amy Carpenter motioned to approve the COLA Grant Application. Cindy Greteman seconded. Motion carried.

Next Policy Council Meeting – August 7, 2018 – 6:00 PM

Joan Kidney motioned to adjourn at 7:00 PM. Cindy Greteman seconded. Motion carried.