

HS/EHS POLICY COUNCIL MEETING

February 26, 2019

P.C. Members present: Jamie Gonzalez, Beckie Roberts, and Eugene Meiners, NOI Board President.

Conference Call: Dawn Woody.

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

Eugene Meiners called the meeting to order at 6:15 p.m.

Roll Call

The agenda for tonight's meeting was revised. Beckie Roberts motioned to approve the revised agenda. Jamie Gonzalez seconded. Motion carried.

Financial Reports

Tonya presented the Head Start/Early Head Start Summary and Financial Report for December 2017 through November 30, 2018 and December 31, 2018. It was noted that Non-Federal ending November 30, 2018, exceeded the requirement by \$61,722.20. Tonya presented the Summary and Financial Report for December 2018 through January 31, 2019. There was a general discussion of various line items. It was noted that the program is 17% through the budget year and 15% expended. All HS/EHS credit card activity was reviewed for November and December 2018 and January 2019.

Beckie Roberts motioned to accept the Financial Reports ending November 31, 2018, December 31, 2018, and January 31, 2019. Jamie Gonzalez seconded. Motion carried.

Policy Council Minutes

November 27, 2018, minutes were read. Beckie Roberts motioned to approve the minutes as read. Jamie Gonzalez seconded. Motion carried. December 13, 2018, minutes were read. Beckie Roberts motioned to approve the minutes as read. Jamie Gonzalez seconded. Motion carried.

Program Report

November and December 2018 Program Report was provided to Policy Council members.

Tonya summarized the following items on the January 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.

Staff updates were shared. Amelia Torres was hired as Perry Program Aide, Nicole Silbaugh, Greene Program Aide accepted permanent position. Resignations received from Ellen Bishop, Greene Program Aide, Tracy Beer, Waukee Teacher Associate, and Cathy Blome, Waukee Program Aide.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

December 13, 2018, minutes and January 24, 2019, minutes were shared. There were no questions or concerns.

Committee Reports

The School Readiness Goals Data Report (base-line data) for the Fall was reviewed. Checkpoints are the months of November, February, and May.

IM/PI Alerts

ACF-PI-HS-18-06: FY 2019 Head Start Funding Increase was reviewed.

HS Duration Grant / EHS Expansion Grant – Follow Up

No new information.

2019 COLA Grant Application

Tonya presented the Head Start/Early Head Start Supplemental COLA Application and Budget. The COLA increase of 1.77% was effective October 2018. NOI agency staff received a 2.6% cost of living adjustment on 10/1/2018, therefore the 1.77% being received will be used to offset the strain that was put on the budget when the original 2.6% unfunded COLA was provided.

Beckie Roberts motioned to approve the submission of the 2019 COLA Grant Application. Jamie Gonzalez seconded. Motion carried.

ISU/State of Iowa Data Use Agreement

The State of Iowa received a preschool development grant to assess early childhood services within the state. Tonya shared the agreement between Iowa State University and New Opportunities with Policy Council. There were no questions or concerns.

2019-2020 Recruitment

Recruitment Kick-Off has begun. Applications for the 2019-2020 Program Year are being accepted.

2019-2020 Selection Criteria – Follow Up

The January Policy Council meeting was cancelled due to weather; therefore the Selection Criteria was approved via email.

Federal Mileage Rate

Federal Mileage Rate has increased to 58 cents per mile.

Policy Council Training

Tonya provided training on HS Performance Standards and Program Governance.

Next Policy Council Meeting – March 26, 2019 – 6:00 PM

Beckie Roberts motioned to adjourn at 7:03 PM. Jamie Gonzalez seconded. Motion carried.