



Policy Council Meeting Minutes
Jefferson School – 411 East 10th Street - Spencer
Tuesday, May 23, 2023
9:00 a.m. to 10:45 a.m.

“The Upper Des Moines Opportunity, Inc. & Early Childhood Programs will provide comprehensive services utilizing all available resources that will positively impact children and families allowing them to maximize their potential for life-long enrichment.”

Present:

Jennie Kinnetz	Head Start
Londa Cardillo	Head Start-Zoom
Justina Christoffer	Early Head Start Home Base
Rebekah Brady	Head Start – Zoom
Casey Vanderpool	Early Head Start – Zoom
Damion Morris	Head Start – Zoom
Kodie Borchers	Early Head Start Home Base
Emilia Marroquin	Community Representative-Zoom
Maureen Reeves Horsley	Community Representative
Demetrius Domineck	Head Start – Zoom
Brittany Haukoos	Early Head Start Home Base - Zoom

Absent:

Maria Rodriguez	Head Start

EHS/HS Staff Present:

Central Office: Irene Mayland, Julie Edwards, ,
Clay Office: Michella Koppen, Denise Graettinger,

Officers: **President:** Justina Christoffer
Vice President: Kodie Borchers
Secretary: Jennie Kinnetz

Committees:

- **Budget:** Jennie Kinnetz,, Justina Christoffer, Demetrius Domineck, Kodie Borchers
- **Health Advisory:** Maureen Reeves Horsley, Londa Cardillo,

1. Meeting was called to order by Justina Christoffer, Quorum was met with 11 of 12 members participating in person and using technology.

Any special recognition or announcements – Region VII staff attended the meeting

Agenda Addition: No addition to the Agenda. *Motion to Approve the Agenda for May 23, 2023 with addition by: Emilia Marroquin*

Second: Rebekah Brady

Discussion: None

Action: CARRIED

2. **Minutes** from the April 25, 2023 meetings were reviewed with correction that Casey Vanderpool was not absent from the meeting..

Motion to Approve the Minutes with correction from April 25, 2023 meetings by: Jennie Kinnetz

Second: Rebekah Brady

Discussion: None

Action: CARRIED

3. **Budget Report/Training:** Justina Christoffer presented the budget information for the budget dated April 30, 2023 to Policy Council from the earlier budget meeting:

- a. Head Start – over budget April (\$55,017)
- b. Early Head Start – under budget April \$(49607)
- c. Buena Vista CDC – over budget (\$10,058)
- d. Spencer CDC – over budget (\$13,397)
- e. Wrap Around – over budget (\$46,085)
 - i. *Funds continue to monitor and adjust.*
- f. In-Kind – Head Start and Early Head Start has been entered through 3/31/23, this is one month into the program budget.
- g. Administration for both grants below 15% maximum. Looking good.
- h. School Funding – Budget shows over (\$67,833) This program ends 6/30/23 and will balance out. (Emmetsburg, Laurens, Storm Lake, Spencer, Milford, Estherville, Sheldon, Hartley)
- i. Credit Cards – usage was shared with Policy Council for the Agency. The Visa/Walmart/Coop card statement explaining who uses the cards and what funds were spent on.
- j. Covid-19 Funding Report –. Funds are being spent for the Emmet Roosevelt project. Construction continues to be on track. A few bumps with preparing and finding issues.
- k. T&TA funds has been spent on trainings.

There are some CSBG funding to available for the WRAP/CDC funding if needed.

Motion to Approve Budget Report for April 30, 2023: by Kodie Borchers

Second: Londa Cardillo

Discussion: No discussion

Action: CARRIED

Julie Edwards, UDMO Executive Director; shared the history of the 1303 report regarding the Roosevelt project. It shows the details on spending and which fund items have been spent out of. When this was applied for, it was pre-Covid-19 and cost was much different. Region VII had requested this and we continue to be transparent with Policy Council and UDMO Board of Directors as to expenditures.

4. New Hires/Resignations/Transfer:

Resignation of Donna Tondrum, Fiscal Director

Motion to Approve Fiscal Director Resignation by: Maureen Reeves Horsley

Second: Kodie Borchers

Discussion: None

Action: CARRIED

New Hire/Transfer: Tyler Henderson, Fiscal Director. A letter included in the packet from Region VII providing their approval of Tyler meeting required qualification.

Motion to Approve New Fiscal Director by: Maureen Reeves Horsley

Second: Emilia Marroquin

Discussion: None

Action: CARRIED

5. Director's Report – Irene Mayland, Head Start Director

- ERSEA Reports for April, 2023 shows full enrollment at 306 for Head Start and 176 for Early Head Start. Attendance year to date is above 85% for both programs
- Waiting lists for the 23/24 school year are low as acceptance has been completed and families notified. These will begin to increase as applications continue to come in.
- Recruitment; we continue to recruit application for the 23/24 school year to maintain waiting list for any changes/withdrawals.
- Disabilities: we are at 50/48 for the two programs and still have several in process.
- CACFP Report reviewed for April and it shows all meals claimed and one EHS classrooms remain closed.
- The letter of approval of the Transportation Waiver, which was approved last month,
- Self-Assessment meetings are scheduled and in process. Once all meeting have been complete, results will be compiled and shared with Policy Council and UDMO Board of Directors.
- Our Milford site has a new location due to Okoboji School not having room for us. The 3 Crosses Lutheran Church has agreed to us moving there, waiting on Fire Marshall approval. Floor plans have been sent to them and just waiting. More details to work out regarding storage and other items, will be discussed at a meeting next Wednesday.
- Sibley will stay in their location for the next year. We have 4 meetings throughout the school year for planning on the 24/25 school year.
- Emmet EHS is looking like they will be able to move to Roosevelt, but if any issues arise, Little Wranglers is ok with us extending our stay. No open house has been planned yet, but will keep everyone updated.

6. Multi County Board Report – Julie Edward, UDMO Executive Director

- Fiscal Department has been doing a great job in team work and stepping up to get the job done.
- Weatherization continues to struggle with technology in entering jobs. Communication with the State of Iowa is on-going.
- Rural Set Aside received additional funds.
- Housing Grant has been written and submitted. Waiting on approval.
- Spencer Outreach is completed with an open house will be planned for later.

7. Education Report: Travis Hayenga, Education/Behavioral Specialist Coordinator

- Reviewed the Early Head Start School Readiness Reports for Fall to Spring.
 - Results show growth in all areas. Interesting to compare the First to Repeating, Language Learners, IEP/Disability reporting. All provide data to focus on for the next school year. Next month we will have Head Start to share.
- Baby Doll Curriculum has been trained on with our Center Base and Home Base Staff for EHS. It is being started in the classrooms now with full implantation for the fall. HB teachers have used it during socialization and on several home visits.

8. Health and Family Services Report: Denise Graettinger, Health and Family Services Coordinator

- Family Goal results progress was shared. Improvement is shown in all areas.
- Parent/Family Engagement progress was also shared with all areas showing growth. These are small increase due to the scale not being a large spread. HBT will be finishing these by June for final results.
- Nurse's are busy preparing for registration day where parents and children are preparing for the next school year and screening are offered.

9. New Business:

No New Business

Agenda for June 27, 2023 Policy Council Meeting:

- Budget/Minutes
- ERSEA/CACFP Reports
- School Readiness results for HS
- Self-Assessment update
- Building Follow up – Okoboji, Emmet
- IM/PI if published
- July Meeting

Motion to Adjourn Meeting at 10:45 a.m.: by Demetrius Domineck

Second: Kodie Borchers

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Discussion: None

Action: CARRIED

Jennie Kinnetz, Policy Council acting Secretary Submitted

Date approved _____

Michella Koppen, Recorder