



Policy Council Meeting Minutes
Jefferson School – 411 East 10th Street - Spencer
Tuesday, August 22, 2023
9:00 a.m. to 11:00 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 -Zoom
Londa Cardillo	Head Start-Survey Monkey
Justina Christoffer	Early Head Start Home Base -Zoom
Kodie Borchers	Early Head Start Home Base
Emilia Marroquin	Community Representative-Zoom
Maureen Reeves Horsley	Community Representative - Zoom
Casey Vanderpool	Early Head Start-CB – Survey Monkey

Absent:

Maria Rodriguez	Head Start
Demetrius Domineck	Head Start
Damion Morris	Head Start

EHS/HS Staff Present:

Central Office: Irene Mayland, Julie Edwards, Tyler Henderson, Travis Hayenga

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 7 of 10 members participating in person and using technology.

Agenda Addition: Denise Graettinger position change: *Motion to Approve the Agenda for August 22, 2023 with addition by:* Kodie Borchers

Second: Maureen Reeves Horsley

Discussion: None

Action: CARRIED

2. **Minutes** from the June 27 and July, 2023 meetings were reviewed with no corrections.

Motion to Approve the Minutes from June and July, 2023 meetings by: Jennie Kinnetz

Second: Maureen Reeves Horsley

Discussion: None

Action: CARRIED

3. **Budget Report/Training:** Kodie Borchers presented the budget information for the budget dated June 30 and July 31, 2023 to Policy Council from the earlier budget meeting:

- a. Head Start – under budget July \$(46,493)
- b. Early Head Start – under budget July \$(137,681)
- c. Buena Vista CDC – under budget \$(5,956)
- d. Spencer CDC – under budget (\$16,506)
- e. School Funding – Budget show under budget (63,944), but this program end 6/30/23 and will not begin until school begins. (Emmetsburg, Laurens, Storm Lake, Spencer, Milford, Estherville, Sheldon, Hartley)
- f. In-Kind – Head Start and Early Head Start has been entered through 6/30/23, which is looking on track to meet program target goal.
- g. 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.
- h. Covid-19 Funding Report –. These funds have been spent and closed out.
- i. T&TA funds is being spent on trainings that are scheduled for this fall.

Update Casey's: They have changed some policies and do not wish to have us back as a customer. We are continuing to look at other options as BREW Oil has had some card issues and caused additional fiscal tracking/payments.

Motion to Approve Budget Report for June 30, 2023 and July 31, 2023: by Maureen Reeves Horsley

Second: Emilia Marroquin

Discussion: No discussion

Action: CARRIED

4. **New Hires/Resignations/Transfer:**

Resignation: Andrea Rubel and Paige Selk – permanent layoff's

Transfer/Job Change: Denise Graettinger has absorbed Andrea's responsibilities and working on changes to some of Denise's other responsibilities.

Motion to Approve Resignations and Transfers: by Maureen Reeves Horsley

Second: Emilia Marroquin

Discussion: Storm Lake now has an Education Coach in the building and a mentor position to assist the role of the Behavioral Specialist. Travis will continue to support them. Administrative Staff will also be taking an additional week off to help the budget.

Region VII has a fiscal specialist coming on Thursday, August 24th to assist Irene, Tyler and Julie in budget areas and assist in the new grant.

Action: CARRIED

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

- ERSEA Reports for June and July, 2023 shows full enrollment at 306 for Head Start and 176 for Early Head Start. This report for 23/24 with classrooms filled and maintain a waiting list. We continue to recruit for 23/24 school year as families continue to move around and we need to be able to fill classroom openings.
- Attendance year to date is below 85% for EHS program as summer is hard with siblings at home and families busy with other items.
- Recruitment; we continue to recruit application for the 23/24 school year to maintain waiting list for any changes/withdrawals.
- Disabilities: Last year 52/48 for the two programs, meeting our requirement. The next report will show the 23/24 beginning numbers.
- CACFP Report reviewed for June and July shows all meals claimed and one EHS classrooms remain closed.
- Self-Assessment is in the process of completion and results will be compiled and shared with Policy Council and UDMO Board of Directors at the October meeting and it will be submitted with the 5-year grant
- Milford, we are waiting on DHS approval and will be contacting them today.
- Emmet- EHS classroom will be moving on Friday, August 25th to the Roosevelt Building. Construction is complete and final cleaning is in progress.
- In trying to balance job duties, we are looking at hiring a Health Services Coordinator to work with the nurses and take some of the load away from Denise. She will still be involved, but not as much. This is the current job description that is in place, but needs reviewed and approved. The new position will be supervised by the Family Services Coordinator.

Early Childhood Programs Health Services Coordinator Job Description:

Changes to the Job Description:

The new position will be supervised by the Family Services Coordinator.

A4. – Assist, Monitor, Supervise and oversee health services staff and information to children and families.

Motion to approve Early Childhood Programs Health Service Coordinator Job Descriptions with changes:
by Emilia Marroquin

Second: Kodie Borchers

Discussion: None

Action: CARRIED

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

- Open house for the new Emmet EHS/Roosevelt project is September 26th from 10:30 to 11:30 a.m.
- Human Resources has moved office location at Central Office.
- We have been busy with DHHS regarding the grouping of CCA (16), thinking that is too many. Participated in surveys, town hall meeting, and all other forms of communication. Waiting to hear update.
- UDMO is in the process of completing an ADA compliance assessment. This is done every 5 years.
- Fiscal department continues to be down one staff, interviews this week, hoping to have a new employee.
- COLA will go out on August 1st, this is the largest COLA that we remember receiving.
- There will be a Weatherization tour with legislators next month.

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

- No report this month.

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

- Health; the program and nurses are getting all the necessary paperwork completed and requested.
- Resignation: Policy Council has had two members resign: Rebecca Brady due to work and Brittany Haukoos, no longer participating in the program. Wondering your recommendation, if you would like these members replaced for one month or leave their position open for the final meeting?

Motion to leave positions open for the final meeting: by Maureen Reeves Horsley

Second: Emilia Marroquin

Discussion: Does not seem logical to try to find someone fill for one meeting and do the training.

Action: CARRIED

- **New Business:**

ACF-IM-HS-23-03; Rebate, Refunds, Discounts and Similar Cost Savings

- Tyler shared that this applies to fiscal and we already meet this standard with any discounts received, they go back to the program it originated from.

ACF-IM-HS-23-04; Monitoring; FY 2024; CLASS

- This indicates that since COVID-19 pandemic has ended, OHS can no longer utilize flexibility in monitoring CLASS. It states the requirements for CLASS, which this program has not receive this due pandemic. We could be scheduled prior to our new grant award for 5 years. We have not received any additional instructions yet.

CHANGE: September Meeting will be held at the Emmet Head Start – Roosevelt Building. Meeting will be at 11:30 a.m. until 1:00 p.m. Open house will be from 10:30 a.m. to 11:30 a.m.

Agenda for September 26, 2023 Policy Council Meeting:

- Budget/Minutes for August
- ERSEA/CACFP Reports – August
- Self-Assessment update
- Emmet Open House
- Building Updates as needed
- IM/PI if published

Motion to Adjourn Meeting at 11:00 a.m.: by Emilia Marroquin

Second: Kodie Borchers

Discussion: None

Action: CARRIED

Jennie Kinnetz, Policy Council acting Secretary Submitted

Date approved _____

Michella Koppen, Recorder