



Policy Council Meeting Minutes
Jefferson School – 411 East 10th Street - Spencer
Tuesday, June 27, 2023
9:00 a.m. to 10:35 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-Zoom
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 - Zoo
Demetrius Domineck	Head Start – Zoom
Brittany Haukoos	Early Head Start Home Base - Zoom

Absent:

Maria Rodriguez	Head Start
Rebekah Brady	Head Start
Damion Morris	Head Start
Casey Vanderpool	Early Head Start - CB

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 8 of 12 members participating in person and using technology.

Agenda Addition: Casey’s/Sinclair Gas Cards. *.Motion to Approve the Agenda for June 27, 2023 with addition by: Maureen Reeves Horsley*

Second: Emilia Marroquin

Discussion: None

Action: CARRIED

2. **Minutes** from the May 23, 2023 meetings were reviewed with no corrections.

Motion to Approve the Minutes from May 23, 2023 meetings by: Kodie Borchers

Second: Maureen Reeves Horsley

Discussion: None

Action: CARRIED

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

- a. Head Start – over budget May \$(202,354)
- b. Early Head Start – over budget May \$(183,382)
- c. Buena Vista CDC – under budget \$(4,460)
- d. Spencer CDC – under budget (\$4,698)
- e. Wrap Around – over budget (\$40,301)
- f. In-Kind – Head Start and Early Head Start has been entered through 4/30/23, which is looking on track to meet program budget.
- g. Administration for both grants below 15% maximum. Looking good.
- h. School Funding – Budget shows over (\$6,752) 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 is been spent on trainings.

Update on the Casey's Card that had been illegally used, Casey's did clear all charges from our account. We had switched to Sinclair Cards, but they seem to have issues with their charging. They sometimes work and sometimes do not. Checking with our attorney, if there would be any problem returning to Casey's. Would not, so we would like to return to Casey's as they are more available and we do not have the problems with using their cards.

Motion to Approve Budget Report for April 30, 2023: by Londa Cardillo

Second: Demetrius Domineck

Discussion: No discussion

Action: CARRIED

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

No Hires/Resignations/Transfers

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

- ERSEA Reports for May, 2023 shows full enrollment at 306 for Head Start and 176 for Early Head Start. This report for 22/23 is completed for Head Start and Early Head Start will maintain this waiting list, but continue to recruit for 23/24 school year.
- 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 52/48 for the two programs, meeting our requirement.
- CACFP Report reviewed for May and it 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.

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

- Open house for the new UDMO Outreach in Spencer is scheduled for Thursday, June 28th from 3:30 to 5:30 p.m. Spencer Ambassadors visited and had lots of questions and great comments.
- Emmet Roosevelt is still in constructions with a July 31, 2023 target completion date. We still have the boiler Roof/Bricks to be completed. Corporate funds may need to be used.
- ECI Funds are a concern, as this is where our KIDS Program is funded through.
- New Housing Grant has been written and submitted. Waiting on approval.
- Weatherization continues to be work due to their technology system.
- FADDS Program is capped at the number of families
- All Outreach locations will be closed the week of August 21st due to budget changes.

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

- Reviewed the Head Start School Readiness Reports for Fall to Spring.
 - Results show growth in all areas. This data helps us direct training to staff in areas that are low. It also helps us grow our program strengths. All other areas were reviewed: English vs. Non, 1st Year vs Repeat and Disability vs non.
 - Excited to start the new year off with a great training plan.

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

- Finalized Family Outcomes with 0-5 score. These are very similar to what was presented last month. Growth in all areas.
- Registration days have been completed. I-Smiles was a part of these days and it went smoothly and we continue to see dental needs. We continue to work with Schmidt Dental and Community Health Centers to get our children seen. Brea has been working with Megan Jones, State Representative, regarding a mobile dental unit for our area.
- Continue to recruit as this is the time that families move and we need to have waiting lists.

9. New Business:

ACF-IM-HS-23-2; Head Start: Eligibility: TANF; Tribal; AIAN; American Indian Alaskan Native; Public Assistance.

- Need to share, but does not pertain to our program.

Head Start Policy and Procedures: The only change that has not come to Policy Council is: TB Policy. The Health Advisory recommended the removal of the TB Policy from our program, as this was the only site required to complete it, with Storm Lake Schools being the only school in the State of Iowa mandate. Storm Lake Schools is working with public health and changing their policy. Storm Lake Public Health agreed that our policy should be removed.

Motion to Approve the Head Start Policy and Procedure, with the change of the removal of the TB Policy:

by Kodie Borchers

Second: Maureen Reeves Horsley

Discussion: None

Action: CARRIED

July Meeting Policy Council: Discussion as to if Policy Council wants to meet in July? It was discussed and decide not to meet but if there are items that need voted upon or conversations technology can be used. A survey monkey can be sent to members to track participation. Next meeting will be in August.

Motion to Not Meet in July: *by Maureen Reeves Horsley*

Second: Demetrious Domineck

Discussion: None

Action: CARRIED

Agenda for August 22, 2023 Policy Council Meeting:

- Budget/Minutes for June and July
- ERSEA/CACFP Reports – June and July
- Self-Assessment update
- Building Follow up – Okoboji, Emmet
- IM/PI if published

Motion to Adjourn Meeting at 10:35 a.m.: *by Maureen Reeves Horsley*

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Second: Kodie Borchers

Discussion: None

Action: CARRIED

Jennie Kinnetz, Policy Council acting Secretary Submitted

Date approved _____

Michella Koppen, Recorder