



Policy Council Meeting Minutes
Roosevelt School – 315 N 6th Street - Estherville
Tuesday, September 26, 2023
11:30 a.m. to 12:45 p.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 -Survey Monkey
Londa Cardillo	Head Start-Survey Monkey
Justina Christoffer	Early Head Start Home Base
Kodie Borchers	Early Head Start Home Base -Zoom
Emilia Marroquin	Community Representative-Zoom
Maureen Reeves Horsley	Community Representative – Survey Monkey
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, Meeting was recorded and quorum was met with 7 of 10 members participating in person and using technology.

Agenda Addition: No additions to agenda

Motion to approve agenda as presented by Justina Christoffer

Second: Kodie Borchers

Discussion: None

Action: CARRIED

2. **Minutes** from the August 22, 2023 meetings were reviewed with no corrections.

Motion to Approve the Minutes from August 22, 2023 meetings by: Kodie Borchers

Second: Emilia Marroquin

Discussion: None

Action: CARRIED

3. **Budget Report/Training:** Tyler Henderson presented the budget information for the budget dated August 31, 2023 to Policy Council:

- a. Head Start – under budget August \$(142,794)
- b. Early Head Start – under budget August \$(194,822)
- c. Buena Vista CDC – under budget \$(10,561) just beginning
- d. Spencer CDC – under budget (\$11,259), just beginning
- e. WRAP Funding – under budget (\$13,753)
- f. School Funding – Budget show under budget (112,952), but this program is just beginning, we will match staff and allocation codes, so next month will be more accurate. (Emmetsburg, Laurens, Storm Lake, Spencer, Milford, Estherville, Sheldon, Hartley)
- g. In-Kind – Head Start and Early Head Start has been entered through 7/31/23, Head Start is a little behind but will catch up with school beginning and EHS should reach the goal in October.
- h. 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.
- i. T&TA funds is being allocated on trainings that are scheduled for this fall.
- j. *HS Covid/Cares Fund, just waiting on Regional Office to approve items to close out this fund.*

Update Credit Cards: We are continuing to look at other option for a card that can be used at any fuel location to make refueling much easier and meet the fiscal needs.

Motion to Approve Budget Report for August 31, 2023: by Kodie Borchers

Second: Justina Christoffer

Discussion: No discussion

Action: CARRIED

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

No Hires/Resignations

Transfer of Alyssa Friesner from Health Manager to Health Services Coordinator

Motion to approve the transfer by: Emilia Marroquin

Second by: Kodie Borchers

Discussion: None

Action: Carried

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

- ERSEA Reports for August 31, 2023 shows under enrollment at 289 for Head Start and 176 for Early Head Start. Under enrollment is due to the Conversion of Slots written this spring and we are still waiting for this approval. Discussions with Region VII regarding this and they approve. This report for 23/24 with classrooms filled and maintain a waiting list.
- Attendance year to date is above 85% for both programs.
- Recruitment; we continue to recruit application for the 23/24 school year to maintain waiting list for any changes/withdrawals.
- Disabilities: Starting the year at 26/48 (54%) for the two programs, with children in referral. We will see this continue to increase.
- CACFP Report reviewed for August shows all meals claimed and one EHS classroom remaining closed with the cost of operating and reimbursement from CACFP.
- Emmet- EHS classroom shared the open house today with a nice group touring the classrooms and building. Looks like we might get some volunteers from this also.
- Introduction of Alyssa Friesner to the group

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

- Weatherization hosted a presentation with two representatives attending
- The UDMO Board of Directors will be meeting at Roosevelt tonight to see the updates as not all could attend the open house this morning.
- UDMO has begun a year long process of “Leadership Training”. It includes some team building and helps to see everyone roles.
- De-escalation Training was held on Wednesday, September 20th at the Wild Rose, agency wide participation. Brandi had great hands on ideas and strategies.
- ADA Checklists are being completed and developing a needs list.
- Iowa’s Governor has released her proposed regarding community action agencies and reduction in agencies this morning. No change on her position. Disappointing!

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

- Working on the PBIS program structure and would like to bring you the information collected from the Community/Parental feedback. Travis would like to share thoughts and ideas regarding program expectations and ask for your ideas and feedback.

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

- This is the last meeting for members of the 2022-23 Policy Council Group. A new ballot is in the process of completion. It should be finalized and out to parent for voting this week. New elected group will begin with October 24th training and election of officers for the 2023-24 Policy Council Year.

- **New Business:**

The program received notification for funding application for the new five-year grant cycle. It begins 3/1/2024. We are asking for your approval to write for the Head Start, Early Head Start and T&TA grant for the award amount or a different amount if conversion of slots is approved.

Motion to Approve writing the 5 Head Start and Early Head Start grant including the T&TA due 12/1/2023 including any funding adjustments needed with approval of conversion slots : by Kodie Borchers

Second: Justina Christoffer

Discussion: No discussion

Action: CARRIED

Agenda for October 24, 2023 Policy Council Training and Meeting at Hope Church in Spencer:

- Training of members
- Election of Officers and Committee Members
- Budget/Minutes
- ERSEA/CACFP Reports
- UDMO Directors Report
- IM/PI if published

Motion to Adjourn Meeting at 12:45 p.m. by Kodi Borchers

Second: Justina Christoffer

Discussion: None

Action: CARRIED

Policy Council acting Secretary:

Date approved _____

Michella Koppen, Recorder