



Policy Council Meeting Minutes
Hope Church, Spencer, Iowa
Tuesday, November 28, 2023
9:30 a.m. to 11:25 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:

Justina Christoffer	Early Head Start, CB – Survey Monkey
Kodie Borchers	Head Start
Jennifer Zamorano	Head Start – Survey Monkey
Amanda Gonzalez	Head Start – Survey Monkey
Kimberly Mefferd	Early Head Start - HB
Doris Lopez-Martin	Early Head Start -HB
Maureen Reeves Horsley	Community Representative
Emilia Marroquin	Community Representative-Survey Monkey

Absent:

Francis Porter	Head Start
Cheyenne Gramstad	Head Start
Alexis Hrbek	Head Start
Marlin Avalo	Early Head Start - HB

EHS/HS Staff Present:

Central Office: Julie Edwards, Tyler Henderson

Clay Office: Michella Koppen, Denise Graettinger

Storm Lake Office:

Emmet Office: Glenny Ramirez,

Officers: President: – Justina Christoffer, **Vice President:** - Francis Porter , **Secretary:** Amanda Gonzalez

Committees:

- **Budget:** Kodie Borchers, Justina Christoffer, Francis Porter, Cheyenne Gramstad
- **Health Advisory:** Maureen Reeves Horsley, Francis Porter, Amanda Gonzalez

1. Meeting was called to order by Denise Graettinger, as Acting President. Quorum was met with 8 of 12 members participating in person and using technology.

Any special recognition or announcements – N/A

Agenda Additions:

Addition of discussion if Meeting in December, 2023.

Motion to Approve Agenda with additions: Kodie Borchers

Second by Doris Lopez-Martin

Discussion: None

Action: CARRIED

2. Minutes from the October 24, 2023 meeting reviewed with no corrections.

Motion to Approve the Minutes from October 24, 2023 meeting by: Doris Lopez-Martin

Second: Kodie Borchers

Discussion: None

Action: CARRIED

3. Budget Report/Training: Kodie Borchers, finance committee presented the budget information.

Budget dated October 31, 2023 to Policy Council as follows:

- a. Head Start –under budget (\$33,083)
- b. Early Head Start – under budget (\$81,361)
- c. Buena Vista CDC – under budget (\$14,349)
- d. Spencer CDC – under budget (\$13,247)
- e. Wrap Around – under budget (\$30,999)
- f. In-Kind – Head Start and Early Head Start has been posted through 9/30/23, for Head Start shows they are a little slow but should pick up now that they are back and Early Head Start has almost met the target! Balances were adjusted with the conversion approval.
- g. Administration for both grants below 15% maximum. No indirect cost at end of fiscal year.
- h. School Funding (SWVP)– Budget shows under (\$ 122,018). This programs budget is just beginning for the program school year so need to adjustment to cost centers need reviewing.
(Emmetsburg, Laurens, Storm Lake, Spencer, Milford, Estherville, Sheldon, Hartley)
- i. Credit Cards – usage was shared with Policy Council for the Agency Visa/Sinclair/Pro-Coop, & Walmart card statement.
- j. T&TA funds are being spent on trainings that are scheduled in the future but before 2/28/24.

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

Second: Doris Lopez-Martin

Discussion: no discussion

Action: CARRIED

4. New Hires/Resignations/Transfer:

No new hires/resignations/transfers

5. Director's Report – Irene Mayland, Early Childhood Director

- ERSEA Reports for October 31 2023 shows our enrollment at 289 for Head Start and should be 182 for Early Head Start. Attendance above 85% for both programs. Waiting lists continue to change as families move and apply for the programs.

- Recruitment continues year-round at all locations as waiting lists are being utilized with student changes.
- Disabilities: we are at 28/48 for the two programs to start the year. This number will increase as school is in session and referrals are made to AEA.
- CACFP Report reviewed for October, as the grant year starts over. This is a supplement for food cost but will not cover total cost. All meals were claimed.

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

- DHHS realignment process is impacting the software that is used by agencies.
- Attended Head Start Fiscal training with Tyler, Irene and myself. Very informative on the grant budget. Helpful to complete the 5 year grant.
- Attended a training for executive directors in Washington, DC. Met great people and resources on cap-law.
- Head Start grant was submitted early
- Weatherization had a state review.
- UDMO Fiscal audit is currently in progress. Tyler has been busy gathering required information.
- Legislative forum will be held at ILCC on December 15th to discuss changes to programs and the impact it will have.
- Waiting on our HUD award, to begin services.
- Looking at reducing the number of days at UDMO Outreach locations that have lower demands.

7. Education Report; Travis Hayenga

- School Readiness Fall 2023/24 results for Head Start and for Early Head Start. The data for English vs Non-English, comparison for IFSP/IEP, 1st vs repeating. The goal is to hit 85% or higher by the end of the school year. It shows the areas where growth is needed. Language and Math are in these areas. It also shows us where future training might be needed.
- PBIS: a universal expectation has been developed and we are working to integrate with other districts and use the same language. A survey was complete and additional surveys will be going out to parents and staff in the spring. Several suggestions were offered and will consider changing after the first complete round has been completed for baseline data. (Suggestion Box/Choose Role/increase response rate)

8. Family Services Report; Denise Graettinger

- Family outcomes for the beginning of 2023/24 school year report was shared. It is by location and area. Numbers are low as the spread 1-5 so not great big jumps. Family Goal Data as to what was selected and how many. These look comparable to last year. All information will be updated throughout the year and will be present to you at Policy Council.

9. Health Services Report: Alyssia Friesner/Denise Graettinger

- Data information from the 2022/23 and 2023/24 school years were shared. It is pretty comparable, a little difference noted that data collected for children in the classrooms. We do screening for home base, but 23/24 is for classrooms. Dr. Brea shared some information on her meeting with legislators about dental reimbursement rates. She is seeing the most urgent children that need care. Maureen Horsley shared a letter she developed regarding keeping a bug in the legislator's ear about dental rates. It was brought up about Narcan Policy and being available at school if needed in an emergency situation. Alyssa is working on that it will come to Policy Council/UDMO Board for approval. The Air Quality Policy was updated to be more specific as the wildfires impacted us this last summer and Health Advisory approved of the update.

10. New Business:

- a. ACF-PI-OHS-23-24 Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement.
- b. ERSEA Training to members.
- c. Income Eligibility Income Form for the 2024/25 school year. Reviewed areas and changes to the following: SNAP – this is a categorical eligible area, but the income is for the program is higher. Want to make sure we are serving the neediest so by lowering this to 300 it will help to ensure we are doing this. It was noticed that our transitioning program children were not being selected. It was felt this should be raised to 100 from 50.

Motion to Approve these changes to the Income Eligibility Income Form: by Maureen Reeves Horsley

Second: Doris Lopez-Martin

Discussion: None

Action: CARRIED

- d. PIR (Program Information Report – Summary 2023 including Head Start and Early Head Start, was shared with the group.
- e. UDMO Annual Report – this was shared also with the group. It is compiled from 10/1/2021 to 9/30/22.
- f. December Policy Council Meeting: discussion about meeting necessary for December or could it be covered in January. It was motioned not to met in December, 2023.

11. Motion to Approve not to have a Policy Council Meeting in December, 2023 by Maureen Reeves Horsley

12. Second: Doris Lopez-Martin

13. Discussion: None

14. Action: CARRIED

15. Agenda for January 23, 2024 Policy Council Meeting

- a. Minutes
- b. Budget Report
- c. Hires/Resignations/Transfers
- d. ERSEA/CACFP Report
- e. IM/PI's
- f. Parent Survey Questions

- g. Narcan Policy
- h. Final Budget and 5 Year Grant

Motion to Adjourn Meeting: by Maureen Reeves Horsley
Second: Doris Lopez-Martin
Discussion: None
Action: CARRIED

Amanda Gonzalez, Policy Council Secretary Submitted

Date approved _____

Michella Koppen, Recorder