



**Policy Council Meeting Minutes**  
**Hope Church, Spencer, Iowa**  
**Tuesday, October 24, 2023**  
**9:30 a.m. to 2:00 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:**

Justina Christoffer	Early Head Start – Center Base
Cheyenne Gramstad	Head Start -Zoom
Jennifer Zamorano	Head Start - Zoom
Amanda Gonzalez	Head Start
Francis Porter	Head Start
Marlin Avalo	Early Head Start – HB - Phone
Doris Lopez-Martin	Early Head Start -HB
Maureen Reeves Horsley	Community Representative
Emilia Marroquin	Community Representative

**Absent:**

Kodie Borches	Head Start
Alexis Hrbek	Head Start
Kimberly Mefferd	Early Head Start - HB

**EHS/HS Staff Present:**

**Central Office:** Julie Edwards, Tyler Henderson, Diane Helget

**Clay Office:** Michella Koppen, Denise Graettinger, Alicia Zevenbergen

**Storm Lake Office:** Christy Smith, Lisa Bethune

**Emmet Office:** Kim Graham, Glenny Ramirez, Janae Coe

**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

**A. The morning began with Policy Council Training.** This included roles and responsibilities, by-laws, parliamentary procedure, UDMO Programs, Board of Directors vs Policy Council Board Governing bodies, officer roles, committees, Code of Ethics, Code of Conduct, Nepotism Policy, Conflict of Interest, Confidentiality, Impasse procedure, Parent/Community Complaint form and Advocacy discussed and forms signed.

- B.** Lunch was served to all members and staff in attendance.
- C.** Election of Officers began. President vote was taken and ended in a tie between Francis and Justina. Unable to break tie, due to one attendee absent for this vote, an option if someone would like to change positions if elected to a different office. Not accepted. A Survey Monkey will be sent to all voting members with the candidates to vote. A motion by Maureen and second by Emilia to send out Survey Monkey.

*a. In preparing for the Survey Monkey, received a text that Francis would like to remain Vice President, so Justina Christoffer will be the President.*

- D.** Election of Vice President was completed with Francis elected as Vice President. She accepted position unless she is voted as President and then the next highest points would take this position.
- E.** Election of the Secretary Position was held and Amanda Gonzalez was elected.
- F.** A motion was made by Maureen Reeves Horsley to accept all applicants for the Budget and Health Advisory Committees. Second by Justina Christoffer. No further discussion, motion approved.
- 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 Justina Christoffer, 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 Preliminary 5-year Grant Budget with the budget categories.

*Motion to Approve Agenda with additions: Maureen Reeves Horsley*

*Second by Emilia Marroquin*

*Discussion: None*

*Action: CARRIED*

**2. Minutes** from the September 26, 2023 meeting reviewed with no corrections.

*Motion to Approve the Minutes from September 26, 2023 meeting by: Maureen Reeves Horsley*

*Second: Doris Lopez-Martin*

*Discussion: None*

*Action: CARRIED*

- 3. Budget Report/Training:** Tyler Henderson, Fiscal Director, presented the budget information in detail to help members understand what each area/grant was for. Budget dated September 30, 2023 to Policy Council as follows:
- a. Head Start –over budget (\$55,430) – extra payroll in this month
  - b. Early Head Start – under budget (\$108,299)
  - c. Buena Vista CDC – under budget (\$10,075)
  - d. Spencer CDC – under budget (\$13,247)
  - e. Wrap Around – under budget (\$13,498)
  - f. In-Kind – Head Start and Early Head Start has been posted through 8/31/23 for Head Start is a little slow, but will pick up now that they are back and Early Head Start has almost met the target!
  - g. Administration for both grants below 15% maximum. No indirect cost at end of fiscal year.
  - h. School Funding (SWVP)– Budget shows under (\$ 176,896). This programs budget is just beginning for the program school year so need to check cost centers. (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. Discussed who uses these cards and what for. Casey’s fraud was dismissed, they have made some changes to their policy, we applied but were not accepted for Casey’s Cards. The new Sinclair Card can be used at any gas station, which will help when people are traveling.
  - 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 September 30, 2023: by Maureen Reeves Horsley*

*Second: Doris Lopez-Martin*

*Discussion: no discussion*

*Action: CARRIED*

- **Preliminary Budget for the 5-Year Continuation Grant:** Asking for your input into the budget as it is not finalized with some funding yet to be allocated. 60-80% is Personnel and Fringe. Other includes many items: Rent, Utilities, misc. other items not under supplies or contracted services.
- Questions: If a Cola increase is included in this amount? The Cola that was just received this year is included in the amount designated for us to write for. When another Cola would come out, we would need to write for it, with your approval.
- In-kind is 20% of the total budget.

*Motion to Approve Preliminary 5-Year Continuation Grant Budget as presented with final adjustments to completed for grant submission: by Maureen Reeves Horsley*

*Second: Francis*

*Discussion: no further discussion. The finalized budget and grant will be presented to Policy Council at the next meeting.*

*Action: CARRIED*

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

No new hires/resignations/transfers

5. **Director's Report** – Denise Graettinger, Family Services/Clay Coordinator

- ERSEA Reports for September 30, 2023 shows below our enrollment at 289 for Head Start and 176 for Early Head Start. This is due to the conversion of slots request that had not been approved as of this report. Regional Office instructed us to continue this way until a final decision is received. Attendance above 85% for both programs . Waiting lists continue to change as families move and apply for the program.
- 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 concerns are shared with AEA and referrals are made.
- CACFP Report reviewed for September. This is a supplement for food cost but will not cover total cost.
- State Wide Voluntary Preschool Number for 8 years were shared with the group. This year is the lowest year of students. This will make a difference to next year's budget as we are paid a year behind.
- Self-Assessment Report was discussed during the training in the morning, with noted areas of strength/weakness and the plan of action. At the beginning of 2024 Policy Council members have an opportunity to participate in this process.
- Program Goals were discussed in the morning training. These are the final goals and data from the 5 year grant we are completing on 2/28/24. Under new business the new goals are available for review and your approval.

6. **Family Services Report;** Denise Graettinger

- Family outcomes for the 2022/23 school year report is in two formats. The graph is easy to read and see the growth that was obtained over the year. Family Goal report is included and it shows the areas goals were chosen in and the progression/completion of goals. Family Goals are base on the PFCE Framework.

7. **Education Report;** Travis Hayenga

- School Readiness Goals for 2022/23 school year for Head Start and for Early Head Start were shared with the group. It shows that Head Start collects data 3 time per year and EHS collects 4 times per year. Teaching Strategies curriculum is used in the classrooms and data is enter into CC Gold for these reports. The comparison for IFSP/IEP vs Non, English vs Non. The goal is to hit 85% or higher by the end of the school year.

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

- At this time, I am visiting each UDMO Outreach Area – County Boards. Sharing data and asking for money to continue supporting the operations budget. The donation of food and items is great, but it takes money for: rent, payroll, copies, repairs, etc. to maintain an outreach. Due to budgets, it is looking like all outreaches will be closed two weeks out of this year. (May/August).
- DHHS realignment is in process. The agency will be hosting a forum in Spencer on December 14<sup>th</sup> at the Spencer Head Start Conference Room- Jefferson School. We have a flyer out and agency planning on attending.
- Estherville Head Start wanting more information on Solar Energy Project for the Roosevelt Building.
- Additional steps for the HUD Grant are needed, hoping to receive the funding by December 1<sup>st</sup>.
- Open enrollment for staff benefits sign-up will start November 1<sup>st</sup>.
- ADA Assessment is being reviewed and working on a plan of action.
- UMDO Leadership Team is working on a yearlong training.

**9. New Business:**

- a. Program Goals for the 5-year Continuation Grant that will be submitted in December. These were reviewed earlier during the training and this will be the data that is collected and reviewed each year, for the next 5 years. They are tied into School Readiness Goals and Family Outcomes.

*Motion to Approve the 5-year Program Goals as presented: by Maureen Reeves Horsley*

*Second: Emilia Marroquin*

*Discussion: None*

*Action: CARRIED*

- b. Change of Scope in the 5-year Continuation Grant for Early Head Start Center Base. Since COVID-19 we have had to shut classrooms down and serve children through the home base program. All but 1 classroom has returned to normal operations. The classroom in Spencer has not been able to get enough staff to reopen this classroom. Full enrollment has been maintained through the home base part. Head Start Region VII office has said it is time to look at this in the grant and make the change.

*Motion to Approve the 5-year program change from 1 center base classroom to children served in home base as presented: by Francis Porter*

*Second: Maureen Reeves Horsley*

*Discussion: Question if this could be changed in the future if staffing becomes available. It can be requested.*

*Action: CARRIED*

- c. Air Quality Policy Change: Alyssa shared that this change of the policy was prompted by the Canadian wildfires. A teacher read the policy and asked for more clarity. In reviewing the updated policy, it provides defined time and conditions to be aware of and return inside.

**10. *Motion to Approve the changed Air Quality Policy: by Francis Porter***

**11. *Second: Doris Lopez-Martin***

12. *Discussion:* None

13. *Action:* CARRIED

- a. Policy Council By-Laws; these were discussed in the morning training with not changes suggested.

*Motion to Approve Policy Council By-Laws: by Maureen Reeves Horsley*

*Second:* Emilia Marroquin

*Discussion:* None

*Action:* CARRIED

**14. Agenda for November 28, 2023 Policy Council Training and Meeting**

- a. Minutes
- b. Budget Report
- c. Hires/Resignations/Transfers
- d. ERSEA/CACFP Report
- e. IM/PI's
- f. School Readiness/Teapot Results for 2023/24 school year
- g. ERSEA Training
- h. Income Eligibility Interview Form (Points Sheet 23-24)
- i. Health Advisory Report from November 6<sup>th</sup>
- j. Final Budget and 5 Year Grant - shared

*Motion to Adjourn Meeting: by Maureen Reeves Horsley*

*Second:* Francis Porter

*Discussion:* None

*Action:* CARRIED

Amanda Gonzalez, Policy Council Secretary Submitted

Date approved \_\_\_\_\_

Michella Koppen, Recorder