



Policy Council Meeting Minutes
Hope Church, Spencer, Iowa
Tuesday, January 23, 2024
9:30 a.m. to 11:15 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 -Zoo,m
Kodie Borchers	Head Start
Jennifer Zamorano	Head Start – Zoom
Marlin Avalo	Early Head Start-HB - Zoom
Maureen Reeves Horsley	Community Representative
Emilia Marroquin	Community Representative-Survey Monkey

Absent:

Francis Porter	Head Start
Cheyenne Gramstad	Head Start
Alexis Hrbek	Head Start
Doris Lopez-Martin	Early Head Start - HB
Amanda Gonzalez	Head Start

Note – Kimberly Mefferd resigned prior to meeting

EHS/HS Staff Present:

Central Office: Irene Mayland, Julie Edwards, Tyler Henderson

Clay Office: Michella Koppen, Denise Graettinger

Storm Lake Office:

Emmet Office: Alyssia Friesner

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. Justina was present but at hospital with youngest child, unable to run meeting. Quorum was met with 6 of 11 members participating in person and using technology.

Any special recognition or announcements – N/A

Agenda Additions:

Addition of resignation of Kimberly Mefferd from Policy Council

Head Start DHHS Grants, approval for writing them.

Motion to Approve Agenda with additions: Kodie Borchers

Second by Justina Christoffer

Discussion: None

Action: CARRIED

2. **Minutes** from the November 28, 2023 meeting reviewed with no corrections. No meeting in December, no minutes.

Motion to Approve the Minutes from November 28, 2023 meeting by: Maureen Reeves Horsley

Second: Kodie Borchers

Discussion: None

Action: CARRIED

3. **Budget Report/Training:** Kodie Borchers, finance committee presented the budget information. Budget dated November 30 and December 31, 2023 were shared at Policy Council, but the December information is as follows:

- a. Head Start –over budget (\$114,365)
- b. Early Head Start – under budget (\$22,995)
- c. Buena Vista CDC – under budget (\$18,769)
- d. Spencer CDC – under budget (\$22,362)
- e. Wrap Around – under budget (\$43,802)
- f. In-Kind – Head Start and Early Head Start has been posted through 11/30/23, for Head Start shows they are a little slow but will meet the requirement, with Early Head Start above the targeted goal!
- g. Administration for both grants below 15% maximum. No indirect cost at end of fiscal year.
- h. School Funding (SWVP)– Budget shows under (\$ 107,906). This programs budget is just beginning for the program school year, review of staff coding allocations is being revised to utilize funds for the staff in these room. This will help with the overage in Head Start. (Emmetsburg, Laurens, Storm Lake, Spencer, Milford, Estherville, Sheldon, Hartley) Staff changes in this program had not been updated to utilize funding.
- i. Credit Cards – usage was shared with Policy Council for the Agency Visa/Sinclair/Pro-Coop, & Walmart card statement. Identified purchases were noted on report.
- j. T&TA funds are being spent on trainings that are scheduled in the future but will be spent prior to 2/28/24.

Motion to Approve Budget Report for November 30, 2023 and December 31, 2023: by Emilia Marroquin

Second: Maureen Reeves Horsley

Discussion: no discussion

Action: CARRIED

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

Resignation of Irene Mayland, Early Childhood Director and Travis Hayenga, Early Childhood Behavioral Coordinator.

Motion to Approve resignations: by Kodie Borchers
Second: Emilia Marroquin
Discussion: no discussion
Action: CARRIED

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

- ERSEA Reports for November and December, 2023 were reviewed. It shows our enrollment at 289 for Head Start and should be 183 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, but we will start to see the 24/25 recruitment numbers next month. All locations as waiting lists are being utilized with student changes.
- Disabilities: we are at 30/48 for the two programs to start the year. This number will increase as we have children in referrals that are made to AEA.
- CACFP Report reviewed for November and December. All meals were claimed. This is a supplement for food cost but will not cover total cost.

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

- Head Start has new proposed standards with no additional funding except to cut services through reduction of children served in order to fund the proposed changes. Input was submitted through proper channels. The next step is submissions will be reviewed and decisions will be made as to changes at the federal level. Most likely we will not hear anything until fall.
- Outreach Sites busy over the holidays. Some offices have reduced days due to having fewer clients and budget constraints with reduced funding.
- Legislative discussion group was held at ILCC regarding the realignment by the State of Iowa. UDMO continues to actively advocate for our programs and clients.

7. Education Report; Travis Hayenga

- PBIS: roll out ideas for this: Shirts for staff to reinforce kindness, safety, helpful. Looking at having children participate in expectations for different areas of the room, hallways, lunch rooms and classrooms. These will need to be multiple sizes and a sample of what one would look like is in the packet. Books will also be a part of this program. It will be so exciting for staff and children.

8. Family Services Report; Denise Graettinger

- Parent Survey Feedback questions are prepared for Center Base and Home Base. Community needs/strengths are also a part of this survey. Not too many changes, staff names, what is the family's preferred way of communication method. Due to conferences being scheduled at a variety of school districts, results she be presented to Policy Council in April, 2024.

Motion to Approve Parent Feedback Surveys: by Kodie Borchers

Second: Maureen Reeves Horsley

Discussion: no discussion

Action: CARRIED

- Kimberly Mefferd submitted her verbal resignation on Monday, January 22nd. At this time, she is unable to serve. A new member will be selected from the original election list, if none available, a new election will be sent out for voting.

Motion to Approve Kimberly Mefferd's resignation: by Maureen Reeves Horsley

Second: Emilia Marroquin

Discussion: no discussion

Action: CARRIED

9. Health Services Report: Alyssia Friesner

- Naloxone Policy: This was created as a recommendation from the Health Advisory Committee. Alyssia compiled a policy and submitted it to Health Advisory Members for suggestions and approval. This policy is the result of their input. There is a training video that each staff member who might administer Narcan will watch. It will be kept in a central location away from children.

*Motion to Approve the **Naloxone Policy**: by Maureen Reeves Horsley*

Second: Jennifer Zamorano

Discussion: no discussion

Action: CARRIED

10. New Business:

- a. ACF-PI-OHS-24-01 Federal Reporting Changes; Financial Reports; SF-425; Expenditures; Tangible Personal Property Reports, SF-428
- b. UDMO Policy's changes for the following:
 - Sick Leave
 - Family and Medical Leave Act
 - Bereavement Leave
 - Physical Contact
 - Employee Response to Inappropriate Client Behavior
 - Workplace Violence Policy
 - Workplace Privacy Policy
 - Evacuation Plan
 - Bomb Threat
 - Auto Accidents
 - Workers Compensation

Motion to Approve these changes to the UDMO Policy Manual: by Maureen Reeves Horsley

Second: Kodie Borchers

Discussion: None

Action: CARRIED

- c. Head Start HHS Grants: this information came out with a very short time frame (3 weeks) to complete the application. Each site had to have a separate grant application. They wanted to know safety, health items, or employee retention. Each grant was based on licensing capacity and based around needs for the next school year for health, safety, cleaning items. Large sites were around \$42000 with medium sites at \$35,500.

Motion to Approve grants for each site: by Emilia Marroquin

Second: Maureen Reeves Horsley

Discussion: None

Action: CARRIED

11. Agenda for next Policy Council Meteg scheduled for February 27, 2024

- a. Minutes
- b. Budget Report
- c. Hires/Resignations/Transfers
- d. ERSEA/CACFP Report
- e. IM/PI's
- f. School Readiness Report for Early Head Start
- g. Annual Self-Assessment plan
- h. Community Needs - completed

Motion to Adjourn Meeting: by Kodie Borchers

Second: Emilia Marroquin

Discussion: None

Action: CARRIED

_____ Policy Council Member Submitted

Date approved _____

Michella Koppen, Recorder