



**Policy Council Meeting Minutes**  
**Hope Church, Spencer, Iowa**  
**Tuesday, February 27, 2024**  
**9:30 a.m. to 11:05 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
Kodie Borchers	Head Start
Jennifer Zamorano	Head Start – Zoom
Marlin Avalo	Early Head Start-HB - Zoom
Maureen Reeves Horsley	Community Representative - Zoom
Emilia Marroquin	Community Representative-Zoom
Francis Porter	Head Start - Zoom
Danielle Anderson	Head Start - Zoom

**Absent:**

Cheyenne Gramstad	Head Start
Kimberly Mefferd	Early Head Start - HB
Doris Lopez-Martin	Early Head Start - HB
Amanda Gonzalez	Head Start

Note – Kimberly Mefferd resigned prior to meeting 1/23/24 – has since moved and wants to stay in that position.

**EHS/HS Staff Present:**

**Central Office:** 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 Justina. Quorum was met with 8 of 12 members participating in person and using technology.

Any special recognition or announcements – N/A

**Agenda Additions:** None

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

*Second by Kodie Borchers*

*Discussion: None*

*Action: CARRIED*

2. **Minutes** from the January 23, 2024 meeting reviewed with no corrections.

*Motion to Approve the Minutes from January 23, 2024 meeting by: Maureen Reeves Horsley*

*Second: Emillia Marroquin*

*Discussion: None*

*Action: CARRIED*

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

Budget dated January 31, 2024 were shared at Policy Council.

- a. Head Start –over budget (\$46,906) (Fringe has been higher this budget year due to insurance increase after grant written for both HS/EHS)
- b. Early Head Start – under budget (\$35,445)
- c. Buena Vista CDC – under budget (\$16,667)
- d. Spencer CDC – under budget (\$22,181)
- e. Wrap Around – under budget (\$19,533)
- f. In-Kind – Head Start and Early Head Start has been posted through 12/31/23, 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.
- h. School Funding (SWVP)– Budget shows under (\$115,591). 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 have been spent on trainings as of this meeting.
- k. Adjustments to SWVP will be made this month to allocate supervising staff and balance out Head Start.

*Motion to Approve Budget Report for January 31, 2024 by Maureen Reeves Horsley*

*Second: Jennifer Zamorano*

*Discussion: a question on Head Start budget and shared that some of this is carry over from previous year but we are setting in a good spot.*

*Action: CARRIED*

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

Regions VII: Approved Julie Edwards as Interim Director

New Hire: Sarina Smith as Head Start Director (see Region VII letter)

*Motion to Approve Interim Director and Head Start Director: by Jennifer Zamorano*

*Second: Kodie Borchers*

*Discussion: Sarina is scheduled to start on March 5, 2024*

*Action: CARRIED*

**5. Director's Report – Julie Edwards, Interim Head Start Director**

- ERSEA Reports for January, 2024 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 are increasing for the 24/25 school year.
- Recruitment continues year-round, but we are working to reach the 24/25 numbers to be able to select for the next school year. Administration at school districts continues to change and takes a lot of coordinators time to establish a relationship.
- Disabilities: we are at 37/48 for the two programs to start the year. This number continues to increase and we will meet the goal. We have AEA working on child referrals.
- CACFP Report reviewed for January. 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**

- We will share a letter from National Head Start Association, requesting input into the budget that congress is debating. If anyone is interested in responding, that would be great. Great way to advocate from Policy Council.
- The State of Iowa is in the process of changing their data system, so we are looking at needing to also change UDMO's.
- Review of staff stay survey results.

**7. Education Report; Julie Edwards**

- Reviewed School readiness report for Early Head Start: English vs Non-English, First Year vs Repeat, IFSP vs Non-IFSP and Head Start: English vs Non-English, First Year vs Repeat, IEP vs Non-IEP. Summaries are for each area. These are looking good with a lot meeting the 85% by winter, with Math and Literacy lower. These are expected to increase and reach the 85% goal.

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

- No report

**9. Health Services Report: Alyssia Friesner**

- No report

**10. New Business:**

- a. Notice of Federal Award for the Head Start/Early Head Start Grants for the 2024/25 school year. It includes all required information to be completed. Head Start continues to run on continuing resolution funding. All funds are allocated and in place for us to begin new grant year.
- b. Self-Assessment process shared with group and the results from last year’s assessment.

*Motion to Approve the Annual Self- Assessment Process: by Maureen Reeves Horsley*

*Second: Jennifer Zamorano*

*Discussion: None*

*Action: CARRIED*

- c. WIPFLI Audit results letter from the UDMO Audit. Completed on February 7<sup>th</sup> for the year of 2022/2023. We are considered as a low risk with no concerns.
- d. DHHS Grants – Award letter from Iowa Health and Human Services was received. Small sites received \$28,000, with large sites receiving \$42,000 for a total of \$280,000. A spread sheet with the expenses applied for is included. We have some flexibility with spending. Funds will arrive by March 28, 2024

**11. Agenda for next Policy Council Meteg scheduled for March 26, 2024**

- a. Minutes
- b. Budget Report
- c. Hires/Resignations/Transfers
- d. ERSEA/CACFP Report
- e. IM/PI’s
- f. Parent Survey Results
- g. Annual Self-Assessment update

*Motion to Adjourn Meeting: by Kodie Borchers*

*Second: Maureen Reeves Horsley*

*Discussion: None*

*Action: CARRIED*

\_\_\_\_\_ Policy Council Member Submitted

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

Michella Koppen, Recorder