



**Policy Council Meeting Minutes**  
**Hope Church, Spencer, Iowa**  
**Tuesday, June 25, 2024**  
**9:30 a.m. to 10:28 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                     |
| Emilia Marroquin       | Community Representative                 |
| Jennifer Zamorano      | Head Start – Zoom                        |
| Kodie Borchers         | Head Start                               |
| Maureen Reeves Horsley | Community Representative – Survey Monkey |
| Marlin Avalo           | Early Head Start-HB                      |
|                        |  |

**Absent:**

|                    |                       |
|--------------------|-----------------------|
| Francis Porter     | Head Start            |
| Danielle Anderson  | Head Start            |
| Kimberly Mefferd   | Early Head Start – HB |
|                    |                       |
| Cheyenne Gramstad  | Head Start            |
| Doris Lopez-Martin | Early Head Start-HB   |

**EHS/HS Staff Present:**

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

**Clay Office:** Michella Koppen,

**Storm Lake Office:**

**Emmet Office:** Alyssia Friesner

**West Sites:** Jerilyn Stofferan

**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 6 of 11 members participating in person and using technology.

Any special recognition or announcements – N/A

**Agenda Additions:**

- No changes or additions

*Motion to Approve Agenda as presented: Maureen Reeves Horsley*

*Second by Emilia Marroquin*

*Discussion: None*

*Action: CARRIED*

- 2. Minutes** from the May 28, 2024 meeting reviewed with no corrections.

*Motion to Approve the Minutes from May 28, 2024 meeting by: Maureen Reeves Horsley*

*Second: Kodie Borchers*

*Discussion: None*

*Action: CARRIED*

- 3. Budget Report/Training:** Kodie Borchers, Budget Committee Member, presented the budget information dated 4/30/2024:

- Head Start –under budget (\$140,820)
- Early Head Start – under budget (\$125,122)
- Buena Vista CDC – over budget (\$ 304)
- Spencer CDC – over budget (\$2,893)
- Wrap Around –under budget (\$ 13,607)
- In-Kind – Head Start is doing better with all others where they should be.
- Administration for both grants is well below 15% maximum.
- School Funding (SWVP)– Budget shows over (\$18,451). The year end is 6/30/24 and will be **balancing out**. (Emmetsburg, Laurens, Storm Lake, Spencer, Milford, Estherville, Sheldon, Hartley) Staff changes in this program had not been updated to utilize funding.
- Credit Cards – usage was shared with Policy Council for the Agency Visa/Sinclair/Pro-Coop, & Walmart card statement. Identified purchases were noted on report.
- T&TA funds have training scheduled and attended some. Working on spacing out.

*Motion to Approve Budget Reports for 5/31/24 as presented by: Emilia Marroquin*

*Second: Maureen Reeves Horsley*

*Discussion: None*

*Action: CARRIED*

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

None at this time.

- 5. Director's Report** – Julie Edwards, UDMO Executive Director

- ERSEA Reports for May, 2024 were reviewed. Early Head Start has 183 for full enrollment as they continue to 7/31/24. Selection for the 2024-2025 school year are has been completed with the exception of Laurens which gets applications in July/August. All other sites continue recruitment to maintain waiting lists.
- Disabilities have exceeded our requirement.

- CACFP Report reviewed for May shows 5 meals not claimed due to clarification on IHP food purchased. A review with staff at June in-service with hand outs was addressed and will be repeated with cooks at August in-service.
- Attendance is above 85%.

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

- CACFP and CSBG had site visits/audits. Results were good.
- Spencer UDMO Outreach state visit was cancelled. It has now inundated with flood waters so we will wait to see when they reschedule.
- The State is determining some major changes for the Weatherization program. UDMO has a team of 3 on the committee providing input.
- Shared Vision Grants for Spencer and Storm Lake were submitted.
- Head Start Self-Assessment was completed and will be shared today.
- Travis Johnson, Clay County Attorney applied for an open position on UDMO Board of Directors due to the resignation of David. If approved Travis would fill the Head Start requirement of having legal representation on the board. This will be voted upon tonight.
- We currently have 28 disaster declarations we are working on in our service area.

**7. Education Report; Jerilyn Stofferan**

- Reviewed the School Readiness Results for both programs. This is from fall to spring results for:
  - **Head Start Results:**
    - IEP vs No IEP children – all reached 85% or above
    - English vs Non-English speaking – majority reach 85% except for Math and Literacy. Our June In-service focused on these.
    - 1<sup>st</sup> year vs Repeat – Math was low her also
    - All Student Results – all met the 85% goal
  - **Early Head Start Results:**
    - IFSP vs No IFSP – children change color bands as they age (0-3), more focus when on the IFSP, these take time to get into place.
    - English vs Non-English speaking – all at 85%
    - 1<sup>st</sup> year vs Repeat – all at 85%
    - All Student results – all at 85% by Spring Checkpoint. Will complete another one in summer.

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

- No Report

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

- She will connect with Maureen Reeves Horsley regarding the Water Bottle Grant Project.

**10. New Business: -**

- a. Notice of Award including the COLA Grant for 2024/25 school year.
  
- b. Head Start Policies and Procedures have been reviewed by staff. Some procedures updated, titles corrected but the following policies have been changed:
  - i. Mental Health Observation – Updated
  - ii. Holiday and Birthday – new policy
  - iii. Social Emotional Learning – new policy
  - iv. Vision – new policy
  - v. Second Step – delete
  - vi. Picture Word Inductive Model – delete
  - vii. Communication Competency Screening (Speech) – delete
  - viii. Safety Recalls – delete
  - ix. NAEYC Code of Ethical Conduce - delete

**11. *Motion to Approve updated changes to Head Start Policy and Procedures by:*** Maureen Reeves Horsley

**12. *Second:*** Jennifer Zamorano

**13. *Discussion:*** None

**14. *Action:*** CARRIED

- c. Self-Assessment progress on identified areas for 2022/2023 was shared. The new **2023/2024 Self-Assessment** results were presented. Areas of Improvement will be areas staff work on during the upcoming school year.

*Motion to Approve the Self-Assessment for 2023/24 by:* Maureen Reeves Horsley

*Second:* Emilia Marroquin

*Discussion:* None

*Action:* CARRIED

- d. **One Time Grant Funding:** Beth Cox will replace Tina Youngers as our Program Specialist. Region VII shared that we could apply for a Supplemental One-Time Grant not to exceed \$250,000.00. We are asking your permission to write this grant for items we have held off purchasing due to budgetary constraints over the past few years.

*Motion to Approve the submission One-Time Grant Funding by:* Maureen Reeves Horsley

*Second:* Jennifer Zamorano

*Discussion:* None

*Action:* CARRIED

e. Center Updates:

- a. Due to recent flooding, Spencer had water in basement where drain was. This has gone down and now just damp. Staff worked remotely until it was safe to return to the building.
- b. Milford: Radon Mitigation System is in the installation process and information submitted to State of Iowa licensing department.
- c. Sibley: has found a new location at Christian Reform Church. Plans are under review and will be submitted to the State Fire Marshal for approval. We will be needing: washer/dryer, convection oven, dishwasher for her site.
- d. No July meeting as per previous vote.

f. **Agenda for next Policy Council Meeting scheduled for August 27, 2024**

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

*Motion to Adjourn Meeting: by Kodie Borchers*

*Second: Jennifer Zamorano*

*Discussion: None*

*Action: CARRIED*

\_\_\_\_\_ Policy Council Member Submitted    Date approved \_\_\_\_\_

Michella Koppen, Recorder