



**Policy Council Meeting Minutes**  
**Hope Church, Spencer, Iowa**  
**Tuesday, March 26, 2024**  
**10:30 a.m. to 11:10 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 -Zoom
Jennifer Zamorano	Head Start – Zoom
Cheyenne Gramstad	Head Start - Zoom
Maureen Reeves Horsley	Community Representative – Survey Monkey
Emilia Marroquin	Community Representative-Zoom
Francis Porter	Head Start – Survey Monkey
Danielle Anderson	Head Start – Zoom

**Absent:**

Marlin Avalo	Early Head Start-HB
Kodie Borchers	Head Start
Kimberly Mefferd	Early Head Start - HB
Doris Lopez-Martin	Early Head Start - HB
Amanda Gonzalez	Head Start

\*\* Note: Meeting was delayed one hour due to winter weather.

**EHS/HS Staff Present:**

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

*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 7 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: Emilia Marroquin*

*Second by Danielle Anderson*

*Discussion: None*

*Action: CARRIED*

2. **Minutes** from the February 27, 2024 meeting reviewed with no corrections.

*Motion to Approve the Minutes from February 27, 2024 meeting by: Cheyenne Gramstad*

*Second: Emilia Marroquin*

*Discussion: None*

*Action: CARRIED*

3. **Budget Report/Training:** Tyler Henderson, fiscal director presented the budget information. Budget dated February 29, 2024 were shared at Policy Council. This is not the final budget as waiting to see if any bills come in. All will be zeroed out as cost allocations between early childhood programs has not been completed yet.

- a. Head Start –over budget (\$60,862)
- b. Early Head Start – over budget (\$30,663)
- c. Buena Vista CDC – under budget (\$9,627)
- d. Spencer CDC – under budget (\$77)
- e. Wrap Around –over budget (\$1,778)
- f. In-Kind – Head Start and Early Head Start has been posted through 2/29/24, both met the targeted goal with EHS greatly exceeding requirement!
- g. Administration for both grants below 15% maximum.
- h. School Funding (SWVP)– Budget shows over (\$68,981). Salary adjustments have been made for this year and this will balance out for the rest of the year. (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. Final budget for 2/29/24 will be shared with the group next month.

*Motion to Approve Budget Report for 2/29/24 as presented by Jennifer Zamorano*

*Second: Cheyenne Gramstad*

*Discussion: None*

*Action: CARRIED*

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

Change: Denise Graettinger transferring from Family Service Coordinator to Program Coordinator

*Motion to Approve transfer of Denise Graettinger: by Jennifer Zamorano*

*Second: Emilia Marroquin*

*Discussion: none*

*Action: CARRIED*

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

- Introduction of Sarina Smith, new Early Childhood Director.
- ERSEA Reports for February, 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 with acceptance beginning to consider scheduling.
- Recruitment continues year-round, but we are working to reach the 24/25 numbers to be able to select for the next school year.
- Disabilities: we are at 42/48 for the two programs to start the year. This number continues to increase and we will meet the goal. AEA is still working on child referrals.
- CACFP Report reviewed for February. 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

- The State of Iowa is still in the process of developing their data system. Meanwhile UDMO along with all other community action agencies in Iowa are updating their current data systems. The goal is for state and agency systems to share information.
- DHHS alignment continues to be a focus primary concerns: Boards and Commissions, AEA, FaDSS, and ECI. These decisions impact UDMO partnerships and services to the individuals we serve.
- KIDS program will apply to expanding into BV, Sac and Crawford, counties.
- Outreach continues to see many families accessing resource. Donations are needed.
- UDMO Annual Dinner is schedule for May 28<sup>th</sup> at 5:00 p.m.

7. **Education Report**; Julie Edwards

- When sharing data last month, we discovered some errors on the “English vs. Non-English Children” and “All Children” results for both EHS and HS programs. Literacy and Math continue to be the lower % but do expect to reach 85% by end of school.
- PBIS – will be a part of the August in-service. A survey monkey has been sent to staff for feedback. We need to update procedures to include this implementation.

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

- No report

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

- April 8<sup>th</sup> will be Health Advisory Meeting either in person or via Zoom. Agenda and link will be sent out.
- I-Smiles will be coming to most centers for the spring checks. Laurens will be the only site completed prior.

**10. New Business:**

- a. Certification of Health and Safety Tracking Form. This was reviewed and completed. We need your permission to allow the Policy Council President and UDMO Board President to sign this form as completed by qualified staff and correct.

*Motion to Approve the Presidents to certify with signatures: by Emilia Marroquin*

*Second: Cheyanne Gramstad*

*Discussion: None*

*Action: CARRIED*

- b. Certification of Governance, Leadership and Oversight Capacity Screener. Reviewed and completed. Permission sought by Policy Council to approve certify by the Policy Council President.

*Motion to Approve the Governance, Leadership and Oversight Capacity Screener: by Jennifer Zamorano*

*Second: Cheyanne Gramstad*

*Discussion: None*

*Action: CARRIED*

- c. Center Updates: **Milford** is dealing a radon issue in collaboration with the church and a radon specialist. Retesting is in process to determine next steps.

**Sibley** daycare has discontinued our contract. Staff were asked to present information to the ministerial association in hopes of finding a Head Start location. A hospital board member is working with the school district to see if there was any room within the district’s building. The community wants Head Start to stay.

**11. Agenda for next Policy Council Meeting scheduled for Apr 23, 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
- h. Center Updates
- i. Job Descriptions
- j. Transportation Waiver

*Motion to Adjourn Meeting: by Emilia Marroquin*

*Second: Cheyanne Gramstad*

*Discussion: None*

*Action: CARRIED*

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

Michella Koppen, Recorder