

## Policy Council Meeting

7-29-25

Submitted by: Brandy Klinessmith and Teena Branson

**Members Present:** Brandy Klinessmith, Tiah Alvizar, Makenna Sempek. Echo Woyak, Maria Garcia, Shayna Hudson, Carmen Torres, Skylar Portorff, Jessica Brenizer

**Guests Present:** None

**Staff Present:** Kerry Mehling, Krystie Hohnstein, Lauren Starke, Joan DeWitt, Teena Branson, Mary Hascall, Susie Dominguez

**Board Members Present:** Tom Millette,

Policy Council Meeting called to order by Tiah Alvizar, at 6:05pm. There were no new member introductions needed. Members reviewed the minutes from the June meeting. **Jessica Brenizer moved to approve the June minutes. Echo Woyak seconded the motion. Motion carried by roll call vote.**

### **Director's Report:**

All members received a copy of the Director's report. Krystie Hohnstein discussed the report. Question about the amount of second teacher home visits were only at 24%. (The correct amount of 93% completion was later noted in the comments section of the Director's report.) Over all program information was shared.

### **Finance Report:**

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. Head Start expenses are similar to the month before. Expenses are slow right now due to summer and there has been no trainings for the current grant year yet. Early Head Start is similar as well with no current training. Administrative Percentage is 6.48% which is well below the goal of 15%. For June of the previous grant year there were indirect costs for HS and EHS. There were also no trainings for the final month of the grant. Overall the budget expenses are looking good. There was a question in regards to the credit card fraud from previous months. This issue seems to be resolved and there is now a new card. The one-time funding budget was used in full. **Carmen Torres moved to approve the finance report. Makenna Sempek seconded the motion. Motion carried by roll call vote.**

**Board Report: Director Krystie Hohnstein reported on the Board Minutes,** no new minutes were discussed due to there not being a July meeting.

**Old Business:** No old business was discussed.

### **New Business:**

**Nutrition Written Plan & Review and/or Revision:** Mary Hascall Nutrition Manager presented information on these topics; Child Nutrition Service Requirements, Identification of Nutritional Needs, Family Style Meals, Nutrition History, Special Diet/Food Allergy Accommodation, Nutrition Education, Child and Adult Care Food Program (CACFP), Food Safety and Sanitation, and Breastfeeding. A presentation on the elements and benefits of spices in our food service was also presented by Mary with hands on examples that were passed around to members along with a sample of spice mix she prepared for the Policy Council members to take home with them.

**Enrollment & Recruitment Update:** Teena Branson, Enrollment Manager, presented this information. The current accepted counts for all program options were shared along with the open numbers and age requirements for those openings.

**Results of the 3rd Parent/Staff Self-Assessment:** Tabled until August Meeting

**Employment Openings** - Agency-wide employment openings are found on the ESU13 website ([www.esu13.org](http://www.esu13.org)) under *Employment Openings*. Current opening for a Full-Time Cook at the Bridgeport location. Prospective Employees can also apply directly on this site. This was shown to members.

**New Hires:**

Elizabeth Alvarado - Teacher at ELC, Full Time/Full Year

Teresa Santoyo - Assistant Teacher at Bridgeport, Full Time/Full Year

**MaKenna Sempek moved to approve the New Staff Hires. Jessica Brenizer seconded the motion. Motion approved by roll call vote.**

**Center Reports:**

ELC EHS and ELC Center reports were shared. Stated the recent family engagement activities and upcoming end of the year events and attendance details.

***The next meeting is scheduled for Tuesday, August 26th. Dinner will be served at 5:45pm and the meeting will begin promptly at 6:00pm.***

Meeting adjourned at 6:51 p.m.