

Policy Council Meeting
10-29-24
Submitted by: Kerry Mehling

Members Present: Alexis Griner, Tiah Alvizar, Echo Woyak, Kristen Gompert, Makenna Sempek, Skylar Pottorff, Angel Poor Bear, Jessica Goodrich, Debra Jo Mason, Cara Edington, Leanne Leach, Carmen Torres, Brandy Klinessmith, Jessica Brenizer, Brittain Reinmuth, Maria Garcia, Madison Koch, Shayna Hudson

Guest Present: None

Board Members Present: Tom Millette

Staff Present: Kerry Mehling, Krystie Hohnstein, Lauren Starke, Joan DeWitt, Susie Dominguez

Policy Council Meeting called to order by Tiah Alvizar at 6:08p.m. New member introductions took place. Members reviewed the minutes from the September meeting. **Alexis moved to approve the September minutes. Echo seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received a copy of the Director's report. Krystie Hohnstein explained the report in detail for new members. Health requirements, including screening, re-screenings, and ongoing assessments, were highlighted as part of the 45 and 90-day requirements discussion. Krystie pointed out the 10% disability enrollment and 85% attendance requirements for monitoring. The program's current enrollment and income eligibility (eligible, mid-income, and over-income slots) was provided. She informed members of the 30-day window for filling vacant enrollment slots, and provided a brief explanation of the income guidelines for eligibility. Community partnerships, such as those with local dentists and optometrists who help us to complete dental and vision screenings, were introduced.

Lauren explained the non-federal share/in-kind requirement for our program in the amount of \$930,794, which is 20% of the total funding. This comes to the program through volunteers, activity calendars, parent activities supporting program curriculum, donations, and partnership services. Members received a current chart highlighting each location and the amount of in-kind that has been collected this year in comparison to the previous year, along with the goal amount for each location that is based on enrollment.

Finance Reports:

All members received a copy of the Finance Reports. Lauren Starke, Fiscal Officer, presented the reports and began training new members on how to read them along with some of the areas that Policy Council members can help to monitor. The reports display current month, previous month, expenditures in the entire budget period, indirect costs, administration limitations and expenses. These categories were explained. The ESU13 Head Start grant period runs from April 1 through March 31 each year. Grants are awarded for Head Start (HS) operating, Early Head Start (EHS) operating, HS Training and Technical Assistance (T/TA) and EHS T/TA funds. Lauren also explained that the program can use operating funds for training expenses, but cannot use T/TA funds for operating expenses. Currently, we are 50% of the way through the budget period. Expenditures will start to pick up and be more consistent as all schools are in session.

The program is allowed to pay for 4 classes per year for staff who are working on completing educational requirements for their position. Lauren also discussed quarterly indirect cost payments, as there was a payment made in September, which is an expense that does not occur every month. Others expenses pointed out like this included auto insurance payments. Members can help to ensure that the administration percentage stays under

15% for the entire year. One-time funding grant was presented and will be used for enhancing the program's mental health services and will be used to start this specific project. Credit Card Expenditures and USDA Reimbursement for September was presented. **Shayna moved to approve the finance reports. Maddie seconded the motion. Motion carried by roll call vote.**

Board Report: Krystie Hohnstein presented the last board meeting summary. Discussion occurred around the NE Literacy Project and how the ESU13 staff are partnering to facilitate some of the work in the area. There may be a new hire for a literacy coach in the next year to support this process. The Director Evaluation Report pilot will be started this year. This is an annual evaluation that needed some updates. The new instrument will be tested to see how it works before approval for full implementation, to ensure that it meets all required standards. ESU13 purchased a new vehicle. The board is also looking at the possibility of a new pick up for the maintenance crew. Committee reports and new certified negotiated agreements have begun. Krystie gave an updated report from Policy Council.

Old Business:

Incident Report/RAN (Risk Assessment Notification) Review: An incident occurred at the start of the school year at a Head Start classroom where a child was left unsupervised for a small amount of time on the playground. An initial meeting with Region 7 was completed and staff are awaiting feedback and further meetings to resolve this issue. The 1st meeting was to review protocol that is already in place and discuss changes that are occurring that will help to ensure that this type of incident does not happen again. It will take about 45-60 days to get that report back from the Office of Head Start with identification of the next steps for the program. Parents are notified about any incident that occurs with their child, including small injuries.

New Business:

Meeting Dates/Times/Committee Elections: Meetings are held on the last Tuesday of each month. The meeting timeline was provided in the updated training binders. Policy Council officer and committee elections will take place during the November meeting. These were discussed and pointed out in the by-laws.

Approval of Head Start (HS) Philosophy

The HS Philosophy was provided to members in their training binders and reviewed. **Angel moved to approve the HS Philosophy. Jessica B. seconded the motion. Motion carried by roll call vote.**

Approval of the By-Laws

All members received a copy of the Policy Council By-Laws in their training binders. These were explained to members. **Maria moved to approve the By-Laws. Brittain seconded the motion. Motion carried by roll call vote.**

5-Year Grant (Due in December) Krystie Hohnstein discussed that the grant is submitted every year in December and approval is needed for this in November. There is no meeting in December. The program does not expect any major service changes. Some members may be interested in reading the entire grant upon completion.

Five Year Program Goals were provided to members in their training binders and briefly discussed. Members were asked to look through this tab more in depth on their own time and to ask questions with grant approval next month during the November meeting.

Employment Openings:

Agency-wide employment openings are found on the ESU13 website (www.esu13.org) under *Employment Openings*. Prospective Employees can also apply directly on this site. This was shown to members.

New Staff Hires: The role of Policy Council members in approving new staff hires was explained to new members. There were not any new hires for approval this month.

Forms Training (In-Kind, mileage w/ W-9, Center Reports) Members received samples of important forms that will be completed as a Policy Council member. Members are asked to work with their teachers for Center Reports each month to present ongoing activities during the Policy Council meetings.

Training Evaluation (Signed by Reps.) Members were asked to complete a training evaluation.

Center Reports received: ELC EHS and HS classrooms.

Meeting adjourned at 7:45pm.