

Policy Council Meeting
2-28-23
Submitted by: Kathrine MacIntosh

Members Present: Laura Morehead, Tiah Alvizar, Mary Brumage, Carolyn Carlyle, Maria Olivia, Christina Alvarez, Kathrine MacIntosh, Hannah Gadbaw, Tess Martin

Staff Present: Lauren Starke, Krystie Hohnstein, Kelsey Sylvester, (Absent Kerry Mehling)

Board Members Present: Ray Richards, Diane Coon

Policy Council Meeting called to order by Laura Morehead, at 6:10 p.m. New member introductions were made. Members reviewed the minutes from the January meeting. **Kathrine MacIntosh moved to approve the January minutes. Tiah Alvizar seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Krystie Hohnstein discussed the report and continued providing training on program requirements for new members. We are still trying to find more family services staff as we are missing three, currently. Still waiting on approval for the Continuation Grant. ESU's Mid-Winter Conference and Nature Explore training were held on February 20th. The Nature Explore training was for education staff to learn about utilizing their upcoming outdoor classroom playground upgrades.

Finance Report:

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. Lauren continued training with members on how to read the reports and important things to look for. Even though TTA shows over spent it needs to be maxed (funds will be taken from operating expense to cover that) so that the money is not lost. Covid 2 funding is still included in report but is all spent. Covid 3 funding is still being spent and will need to be obligated by March 31st and paid out by June 30th. USDA report was also discussed by Lauren. **Hanna Gadbaw moved to approve the finance report. Laura Morehead seconded the motion. Motion carried by roll call vote.**

Board Report:

Given by Krystie. There is now a new board member. The board president went to a retreat. Members reviewed ERSEA. Dr. Barrett discussed adding some new vehicles.

Old Business:

Review of Program Information Report (PIR):

Presented by Krystie Hohnstein. Members were given an Early Head Start Services Snapshot. Enrollment was discussed. This packet showed the diversity of children in the program. Cumulative enrollment shows more children than what can be enrolled at once but that is because of families moving and spots being filled.

New Business:

Fiscal Written Plan Review/Revision: Lauren Starke, Fiscal Officer, presented on fiscal written plans and a new employee compensation policy. Policies are reviewed every year and any new policies or policies with significant changes must be approved by Policy Council and the ESU 13 Board of Education. No significant changes made to the policies except new compensation policy. Shared governance- required to maintain a formal

structure for program governance that includes the Policy Council. Administrative- costs do have a max limit and cannot go over 15% of the total approved program costs. Employee Compensation Policy- compensations must be approved by fiscal officer and the director. Employees must agree to not use gift cards on unallowable items if given incentives such as gift cards. Cost Sharing and Matching- this is what we use the In-Kind for and must contribute 20% of the non-federal match each budget period. **Hanna Gadbow moved to approve the fiscal policies. Carolyn Carlyle seconded the motion. Motion carried by roll call vote.**

Planning & Monitoring/Self-Assessment Process & Written Plan Review/Discussion: Krystie Hohnstein, Director, presented the Planning and Monitoring and Self-Assessment Plans to the group. Minor revisions in formatting were made, so no approvals were needed. Data is collected and analyzed for development of continuous improvement plans and goals. Policy Council and ESU 13 Board of Education review policies annually and approve any new policies or those with significant changes. Monthly health and safety checklists are completed by staff. Daily health and safety checklists are completed for outdoor spaces. Child assessment is completed 3 times a year and recorded into GOLD then aggregated by designated staff. These reports are reviewed 3 times a year as well. Outcomes from child assessment are used for continuous improvement in the program as well as for individualized planning for the children. Finance reports are reviewed monthly and shared with Policy Council and ESU 13 Board of Education. Finance meetings are held as needed. Observations are constantly being done throughout the program to monitor requirements and measure progress. Observations are completed in the various component areas and feedback is given to staff on strengths and areas for improvement. Directors Report is completed once a month and shared with management, Policy Council, and ESU 13 Board. Program Self-Assessment includes observations, surveys by staff, partners and clients, and data is review in all component areas.

Results of 1st Staff/Parent Self-Assessment Survey:

All members received a copy of the survey results for review. Krystie Hohnstein discussed this with members. This report showed results of the staff survey. A better emergency announcement system was asked for by staff and the program is working on this issue. Drills are being done more often to keep staff aware of the processes and help everyone feel prepared in the case of an emergency. The next survey was the partnership Staff Survey. The only concerning thing was communication with family advocates which is expected as we are short staffed on family advocates. On the Parent Survey, everything looked as expected with low Family Advocate staffing.

End of 2022-2023 Grant Year Purchases: Lauren Starke talked about the grant year ending March 31st and funds having to be liquidated by June 30th. Outdoor classroom/playground was designed and materials are being ordered. Employee incentives were approved and will be given based on the amount of years they have been employed. Bridgeport location is being upgraded to be functional for Early Head Start classroom. There will be four attending a Pyramid training in Florida, and minor renovations have been/are being done in other locations. The van has been ordered and will go into production soon. It will be paid for when it is received. Left over funds of approximately \$12,000 from the van funds will be moved to help in other categories by doing a budget revision. This budget revision will be submitted this week. **Hanna Gadbow moved to approve the end of year grant purchases. Kathrine MacIntosh seconded the motion. Motion carried by roll call vote.**

Employment Openings - Agency-wide employment openings are located on the ESU13 website (www.esu13.org) under *Employment Openings*. Prospective Employees can also apply directly on this site. The website was visible to members for review of current open positions.

New Hires:

Mary Hascall – Health & Nutrition Manager – Full time, Full year position

Laura Jurado – Head Cook @ ELC - Full time, Full year position

Danielle Jay – Floater/Assistant Teacher - Full time, Full year position

Tess Martin moved to approve the New Staff Hires. Tiah Alvizar seconded the motion. Motion approved by roll call vote.

Center Reports: Center reports received from:

ELC Head Start, Gering, EHS CDC, Home Base

Meeting adjourned at 8:01 p.m.