

Policy Council Meeting
8-29-23
Submitted by: Kerry Mehling

Members Present: Laura Morehead, Carolyn Caryle, Mary Brumage, Madison Cook, Hannah Gadbow, Maria Oliva, Tess Martin, Kianna Ybarra, Shayna Hudson, Tiah Alvizar, Kathrine Walker

Staff Present: Lauren Starke, Kerry Mehling, Crystal Smith

Board Members Present: Ray Richards

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

Director Report:

All members received copy of the Director's report. Kerry Mehling discussed the report. Parent Orientations have been completed and child screenings have begun with data entry in progress. Family Advocates are beginning to make contact with parents for 1st home visits. Teachers completed the majority of their 1st home visits prior to school starting and data entry is in progress. August trainings are complete for all staff groups and all centers are open. Enrollment is ongoing with changes occurring, but full enrollment is expected within the 30- day allowance. Each site is working on planning their first family gatherings and elections of the new 2023-2024 Policy Council group.

Finance Report:

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. Expenses remain relatively low as the school year begins and all staff are returning to work. Administrative percentages remain well below the maximum limit. Credit card expenditures and USDA reports were also reviewed. **Hannah Gadbow moved to approve the finance report. Kianna Ybarra seconded the motion. Motion carried by roll call vote.**

Board Report:

Presented verbally by Ray Richards. Kerry Mehling also discussed on summer projects completed and those still in progress. June hailstorm damage is still being assessed with repairs to follow with final insurance assessments completed. Bids for agency auditors were discussed for next year.

Old Business:

None

New Business:

ESU#13 Employee Handbook/Human Resources Written Plan Review:

Crystal Smith, Human Resources Manager, reviewed the updates for the 2023-2024 school year. Minor wording changes were made in the handbook relating to board members, travel policy/ vehicle checkout, unit improvement committees, and negotiated agreements. The agency added a new employee records software system for employees to do paperwork electronically and access when they need to. Benefit changes included an increase in the low deductible insurance from a \$650 deductible to \$1050. The Vision VSP changed with more benefits and a lower premium.

Crystal then reviewed some employment statistics for the Head Start Program and entire agency, including total # of hires and terminations for the 22-23 school year, and compared those to average turnover by industry for 2022. She also presented responses from exit interviews that were completed by staff members who left the agency for overall job satisfaction and reasons for leaving the agency/department.

Continuation Grant (Due December 2023):

The program is not expecting any major service changes for the upcoming grant. Feedback and ideas for service improvement are welcome and important to gather during the next few months. The continuation grant is due in December 2023.

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:

Teresa Santoyo – Assistant Teacher Bridgeport – 40 hours/10 month position

Ashlyn Gosnell – Assistant Teacher CDC – 40 hours/12 month position

Debbie Duffield – Assistant Teacher Bridgeport – 40 hours/10 month position

Brittney Francis – EHS Teacher Bridgeport – 40 hours/10 month position

Lila Lovell – EHS Teacher ELC – 40 hours/12 month position

Bryli Miller – Family Advocate – 40 hours/10 month position

Christy Rodriguez – Family Advocate – 40 hours/10 month position

Elise Gurrola – Partnership Liaison – 40 hours/10 month position

Tiah Alvizar moved to approve the new hires. Hannah Gadbow seconded the motion. Motion carried by roll call vote.

Return Policy Council Binders in September for Updates: Members are welcome to keep their binders but if they would like to turn them in so that they can be recycled and updated for the next group of members, please bring them to the next meeting or to your center teacher to be reused.

Celebration of Members: A huge thank you to all Policy Council members who served during the 2022-2023 school year! Members received an ESU13 Head Start Policy Council mug and keychain to remember their experiences this year! A group picture was taken.

Center Reports: Home base (EOY), ELC, Gering, CDC EHS

Meeting adjourned at 7:29p.m.