

## **HS/EHS POLICY COUNCIL MEETING**

September 28, 2021

P.C. Members present via Zoom: Mandy Anderson, Emily Bailey, Heidi Crouse, Amber Peplinski, and Katina Sampsel.

Staff present: Tonya Weber, HS/EHS Director, Chad Jensen, CEO, and Pam Stanzyk, HS/EHS Office Coordinator.

Tonya Weber called the meeting to order at 6:17 p.m.

### **Roll Call**

### **Financial Reports**

The following financial reports were reviewed with the Policy Council:

- 1) HS/EHS August 2021
- 2) EHS Center Based August 2021
- 3) CRRSA/ARP August 2021
- 4) All Credit/charge card activity for August 2021

There was a general discussion of various line items. It was noted that Head Start/Early Head Start is 75% through the program year (07CH010517) with 58% expended. EHS Center Based is 50% through program year (07HP000122) with 32% expended. CRRSA/ARP (HE Grant) is 10% expended. Non-Federal (In-Kind) may need to request a waiver for the Non-Federal.

A motion was made by Mandy Anderson and seconded by Katina Sampsel to accept the reports as presented. Motion carried.

### **Policy Council Minutes**

August 24, 2021, minutes were reviewed. The August minutes were submitted in draft format to Regional Office with the HS/EHS Continuation Grant. Amber Peplinski motioned to approve the minutes as read. Mandy Anderson seconded. Motion carried.

### **Program Report**

Tonya summarized the following items on the August 2021 Head Start/Early Head Start Program Report: HS/EHS Enrollment and Attendance; HS/EHS Education & Disabilities; Communication; Staff Openings; Volunteer/Parent Involvement; In-Kind; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health. It was noted that all classrooms were not in session in August. Head Start Program and Early Head Start Center Based Program are not fully enrolled at this time. Office of Head Start is requiring full enrollment by January 2022.

### **Health & Safety**

Staff completes weekly and monthly checks. There were no corrected or uncorrected reports to share.

### **NOI Board Minutes**

August 19, 2021, minutes were shared. There were no questions or concerns.

### **Committee Reports**

Nothing new to report.

### **IM/PI Alerts**

The following IM was reviewed:

ACF-IM-HS-21-05: Supporting the Wellness of All Staff in the Head Start Workforce.

### **2020-2021 Program Information Report (PIR)**

Tonya presented the Head Start, Early Head Start Home Based, and Early Head Start Center Based PIR. It was noted that enrollment was under due to COVID.

### **Program Goals**

Self-Assessment Goals and the Strategic Plan were reviewed.

### **Policies & Procedures – Revised**

Health Status and Care – Pregnant Women Policy 203 revisions were reviewed.

Education and Early Childhood Development Program Environment Policy 501 revisions were reviewed.

Amber Peplinski motioned to approve the revisions of Policies 203 and 501. Heidi Crouse seconded.

Motion carried.

### **Policy Council By-Laws discussion and proposed changes**

Discussion was held on Policy Council By-Laws. Proposed changes are:

- Membership/program representation
- Term length
- Meeting schedule
- Addition of virtual meetings
- Addition of email voting
- Quorum for conducting business

Mandy Anderson, Amber Peplinski, Heidi Crouse, Emily Bailey, Katina Sampsel approved the proposed changes to the By-Laws that were discussed.

Mandy Anderson motioned to adjourn the meeting at 7:05. Katina Sampsel seconded. Motion carried.

Next Policy Council Meeting – October 26, 2021 – 6:00 PM