

HS/EHS POLICY COUNCIL MEETING

March 22, 2022

P.C. Members present via Zoom: Jenna Austin, Emily Bailey, Samantha Colledge, Heidi Crouse, Will Hoepfner, Aline Nkinzingabo, Amber Peplinski, Lindsey Shriver, and Natasha Warnke.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, Pam Stanzyk, HS/EHS Office Coordinator, and Eugene Meiners, New Opportunities Board President.

Amber Peplinski called the meeting to order at 6:13 p.m.

Roll Call

Financial Reports

The following financial reports were reviewed with the Policy Council:

- 1) HS/EHS January and February 2022
- 2) EHS Center Based January and February 2022
- 3) CRRSA/ARP January and February 2022
- 4) All Credit/charge card activity for January and February 2022

There was a general discussion of various line items. It was noted that the January financials were provided. Head Start/Early Head Start for February is 25% through the program year (07CH010517). EHS Center Based is 100% through program year (07HP000122). Starting March 1, 2022, the EHS Center Based HP Grant combined with the HS/EHS CH Grant. CRRSA/ARP (HE Grant) March 2021 through March 2023.

A motion was made by Tasha Warnke and seconded by Heidi Crouse to accept the reports as presented. Motion carried.

Policy Council Minutes

January 25, 2022, minutes were reviewed. Tasha Warnke motioned to approve the minutes as read. Lindsey Shriver seconded. Motion carried.

Program Report

Tonya summarized the following items on the January and February 2022 Program Report:

- Enrollment and Attendance
- Education & Disabilities
- Communication
- Staff Openings
- Volunteer/Parent Involvement
- In-Kind
- Child Abuse and Mandatory Reporting
- CACFP Reimbursement
- Health

It was noted that enrollment for Carroll home based has been a challenge. Policy Council was encouraged to spread the word about our Head Start and Early Head Start programs.

Health & Safety

Staff completes weekly and monthly checks. One uncorrected report was share. There were no new corrected reports.

NOI Board Minutes

January and February minutes and the February Annual Meeting minutes were shared. There were no questions or concerns.

Committee Reports

HS/EHS School Readiness Report for the Winter Checkpoint was reviewed.

IM/PI Alerts

ACF-IM-HS-22-01: Head Start Transportation Services and Vehicles during the COVID-19 Pandemic and
ACF-IM-HS-22-02: Documenting Services to Enrolled Pregnant Women were shared.

Program Goals

Working on Self-Assessment process.

EHS Center Based – Year 3: Non-federal Share Waiver – Follow Up

Approval was received for waiver.

COVID Update – HE Spending Plan

Tonya summarized the COVID-19 One-Time CRRSA and ARP Spending Plan.
Heidi Crouse motioned to approve the COVID-19 One-Time CRRSA and ARP Spending Plan. Tasha Warnke seconded. Motion carried.

2021-2022 HS/EHS Parent Evaluation

Policy Council members were encouraged to complete the survey and was asked to encourage other parents as well. So far 69 have been returned.

Policy 224 Tobacco Free and Nicotine Free

Policy 224 Tobacco Free and Nicotine Free was reviewed.
Lindsey Shriver motioned to approve Policy 224 and Samantha College seconded. Motion carried.

New Opportunities Fiscal Year 2021 Audit Report

Sheri presented the summary of the 2021 Audit Report. A full report may be obtained from Sheri if desired, let Pam know. It was presented to the New Opportunities Board last month.

New Opportunities Policies and Procedures

Agreement with Attorney(s) – Stu Cochrane agreed to be NOI attorney for the 2022 calendar year.

Sheri informed Policy Council that there are no changes to the Fiscal Policies and Procedures. Tasha Warnke motioned to approve the Fiscal Policies and Procedures. Lindsey Shriver seconded. Motion carried.

Sheri presented a summary of the proposed changes to the Human Resources Policies and Procedures. Tasha Warnke motioned to approve the clarification made on these policies. Heidi Crouse seconded. Motion carried.

Next Policy Council Meeting – April 26, 2022 – 6:00 PM

Tasha Warnke motioned to adjourn at 7:01 PM. Will Hoepfner seconded. Motion carried.