



Policy Council Meeting Minutes
Hope Church, Spencer, Iowa
Tuesday, May 28, 2024
9:30 a.m. to 11:00 a.m.

“The Upper Des Moines Opportunity, Inc. & Early Childhood Programs will provide comprehensive services utilizing all available resources that will positively impact children and families allowing them to maximize their potential for life-long enrichment.”

Present:

Justina Christoffer	Early Head Start, CB
Cheyenne Gramstad	Head Start - Zoom
Jennifer Zamorano	Head Start – Zoom
Kodie Borchers	Head Start
Maureen Reeves Horsley	Community Representative – Survey Monkey
Doris Lopez-Martin	Early Head Start – HB – Survey Monkey- translated by Glenny Ramirez

Absent:

Francis Porter	Head Start
Danielle Anderson	Head Start
Kimberly Mefferd	Early Head Start – HB
Marlin Avalo	Early Head Start-HB
Emilia Marroquin	Community Representative

EHS/HS Staff Present:

Central Office: Julie Edwards, Tyler Henderson, Sarina Smith

Clay Office: Michella Koppen,

Storm Lake Office:

Emmet Office: Alyssia Friesner

West Sites: Jerilyn Stofferan

Officers: **President:** – Justina Christoffer, **Vice President:** - Francis Porter, **Secretary:** Amanda Gonzalez

Committees:

- **Budget:** Kodie Borchers, Justina Christoffer, Francis Porter, Cheyenne Gramstad
- **Health Advisory:** Maureen Reeves Horsley, Francis Porter, Amanda Gonzalez

1. Meeting was called to order by Justina. Quorum was met with 6 of 11 members participating in person and using technology.

Any special recognition or announcements – N/A

Agenda Additions:

- No changes or additions

Motion to Approve Agenda as presented: Kodie Borchers

Second by Cheyanne Gramstad

Discussion: None

Action: CARRIED

2. **Minutes** from the April 23, 2024 meeting reviewed with no corrections.

Motion to Approve the Minutes from April 23, 2024 meeting by: Kodie Borchers

Second: Cheyanne Gramstad

Discussion: None

Action: CARRIED

3. **Budget Report/Training:** Kodie Borchers, Budget Committee Member, presented the budget information dated 4/30/2024:

- a. Head Start –under budget (\$145,033)
- b. Early Head Start – under budget (\$112,662)
- c. Buena Vista CDC – under budget (\$5,435)
- d. Spencer CDC – over budget (\$14)
- e. Wrap Around –under budget (\$ 15,918)
- f. In-Kind – Head Start is running a little behind but will catch up as the next full month will be entered. Early Head Start is on track
- g. Administration for both grants is well below 15% maximum.
- h. School Funding (SWVP)– Budget shows over (\$19,635). This is balancing out and will have its year end 6/30/24 with planning should come out close to budget. (Emmetsburg, Laurens, Storm Lake, Spencer, Milford, Estherville, Sheldon, Hartley) Staff changes in this program had not been updated to utilize funding.
- i. Credit Cards – usage was shared with Policy Council for the Agency Visa/Sinclair/Pro-Coop, & Walmart card statement. Identified purchases were noted on report.
- j. T&TA funds have training scheduling and planning based on needs and trainings available.

Motion to Approve Budget Reports for 4/30/24 as presented by Jennifer Zamorano

Second: Cheyanne Gramstad

Discussion: None

Action: CARRIED

4. **New Hires/Resignations/Transfer:**

Leadership met to redistribute workload follow resignation of past ECP Director. This resulted in adjusting job duties and developing a new position of Coach Coordinator. Approval to hire Jerilyn Stofferan as an internal transfer from Education Coach to Coach Coordinator is being requested.

Motion to approve Jerilyn Stofferan transfer from Education Coach to Coach Coordinator by Cheyanne Gramstad

Second: Jennifer Zamorano

Discussion: none

Action: CARRIED

5. Director's Report – Sarina Smith, Early Childhood Director

- ERSEA Reports for April, 2024 were reviewed. We continue with full enroll at 289 for Head Start and should be 183 for Early Head Start. Attendance above 85% for year to date for both programs. Waiting lists for the 2024-2025 school year are changing with acceptance for school year. Laurens is the only site left to complete acceptance.
- Disabilities have met the requirement and next month you will see we exceeded this number. No waiver is needed.
- CACFP Report reviewed for April shows all meals were claimed. It shows the reimbursement amount to help supplement for food.

6. Multi County Board Report – Julie Edwards, UDMO Executive Director

- Long range planning was held with the UDMO Outreach Directors and UDMO Board of Directors due to funding decreases. Results were to close each office one day per week to meet budget and be fiscally responsible with funding received.
- ICAA is going to assist UDMO Outreach in developing a fundraising plan.
- Data Systems are changing: State of Iowa (Liheap and Weatherization) along with UDMO's tracking system. Training will take place for all involved.
- CACFP in-home and CSBG both were audited this week. Minor suggestions, otherwise went well. INIA will have a site visit in Clay County at new outreach on June 10th at 10:00 a.m.
- Leadership Training was cancelled due to illness and will not be rescheduled. Future sessions already in place.

7. Education Report:

- No Report

8. Family Services Report: Denise Graettinger

- No Report

9. Health Services Report: Alyssia Friesner

- No Report – reminder of registrations days at local sites

10. New Business: - Discussed each of the PI/IM's

- a. ACF-OHS-PI-24-02: Consolidated Appropriations Act; Appropriations: Fiscal Year, 2024; Funding Increase: Cost of Living Adjustment: Quality Improvement.
- b. Cola Grant Letter voted on approval last month on the above PI and notice of Head Start Grant Award letter.
- c. ACF-OHS-PI-24-03: AIAN; America Indian and Alaska Native, Consolidation Appropriations Act; Fiscal Year 2024
- d. ACF-OHS-PI-24-04; MSHS: Migrant and Seasonal Head Start Consolidated Appropriations Act; Fiscal Year 2024
- e. ACF-OHS-IM-24-01; Mental Health; Behavioral Health; Social and Emotional Development Notice of Award: Head Start and Early Head Start Grant
- f. **Transportation Waiver:** This is the request for a waiver regarding transportation that we have submitted previously. It gives us permission regarding child seats, restraints and bus monitor. We are asking for your permission to submit.

Motion to Approve the submission of Transportation Waiver by: Kodie Borchers

Second: Jennifer Zamorano

Discussion: None

Action: CARRIED

- g. Center Update: Sibley has found a location at Christian Reform Church. The blue prints have been submitted to the Fire Marshall for approval.
- h. **Head Start Community Assessment – Annual Update:** From the update for 2023, 4 key concerns were determined.
We lost level of pregnant moms at the county level but are utilizing the EHS Data from Child Plus.

The use of data/technology with more impact from social media.

Motion to Approve the Head Start Community Assessment Annual Update by: Jennifer Zamarano

Second: Cheyanne Gramstad

Discussion: None

Action: CARRIED

11. Agenda for next Policy Council Meeting scheduled for June 25, 2024

- a. Minutes
- b. Budget Report
- c. Hires/Resignations/Transfers
- d. ERSEA/CACFP Report
- e. IM/PI's
- f. Policy and Procedures
- g. Center Updates

Motion to Adjourn Meeting: by Jennifer Zamaron

Second: Cheyanne Gramstad

Discussion: None

Action: CARRIED

_____ Policy Council Member Submitted Date approved _____

Michella Koppen, Recorder