



Policy Council Meeting Minutes
Hope Church, Spencer, Iowa
Tuesday, October 29, 2024
9:30 a.m. to 1:45 p.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 – HB - Zoom
Brittany Hagen	Head Start
Shelby Reese	Head Start
Edgar Ramos	Head Start
Jacquelyn Origer	Head Start-Zoom
Rachel Enge	Early Head Start – CB
Kodie Borchers	Early Head Start -HB
Michelle Howing	Community Representative-Zoom
Emilia Marroquin	Community Representative

Absent:

Melindat Newbiggen	Early Head Start - HB
Felicity Lane	Head Start
Kimberly Mefferd	Head Start

EHS/HS Staff Present:

Central Office: Sarina Smith, Tyler Henderson, Jerilyn Stofferan, Diane Helget

Clay Office: Michella Koppen, Denise Graettinger,

Storm Lake Office: Jenna Sandgren, Mikayla Friedl, Lisa Bethune

Emmet Office: Glenny Ramirez, Alyssa McMurtry-Zoom

Officers: President: – Justina Christoffer, **Vice-President:** - Kodie Borchers , **Secretary:** Brittany Hagen

Committees:

- **Budget:** Kodie Borchers, Justina Christoffer, Michelle Howing, Brittany Hagen
- **Health Advisory:** Edgar Ramos, Jacqueline Origer, Shelby Reese, Brittany Hagen, Emilia Marroquin, Rachel Enge

A. The morning began with Introductions and Policy Council Training. This included roles and responsibilities, by-laws, parliamentary procedure, UDMO Programs, Board of Directors vs Policy Council Board Governing bodies, officer roles, committees, Code of Ethics, Code of Conduct, Nepotism Policy, Conflict of Interest, Confidentiality, Impasse procedure, Parent/Community Complaint form and Advocacy discussed and forms signed.

- B. Lunch was served to all members and staff in attendance.
- C. Election of Officers began. President nominations were taken and Justina Christoffer is the only nominee with all voting in favor.
- D. Election of Vice President was completed with Kodie Borchers as Vice President.
- E. Election of the Secretary Position was completed with Brittany Hagen elected.

1. **Meeting was called to order** by Justina Christoffer, as President. Quorum was met with 9 of 12 members participating in person and using technology.

Any special recognition or announcements – N/A

Agenda Additions:

Addition of UDMO Retirement Policy #400 Employee Benefits.

Motion to Approve Agenda with additions: Emilia Marroquin

Second by Michelle Howing

Discussion: None

Action: CARRIED

2. **Minutes** from the September 24, 2024 meeting reviewed with no corrections.

Motion to Approve the Minutes from September 24, 2024 meeting by: Kodie Borchers

Second: Rachel Enge

Discussion: None

Action: CARRIED

- a. **Budget Report/Training:** Tyler Henderson, Fiscal Director, presented the budget information in detail to help members understand what each area/grant was for. Budget dated September 30, 2024 to Policy Council as under budget (\$492,825) –
- b. Early Head Start – under budget (\$66,763)
- c. Buena Vista CDC – under budget (\$14,895)
- d. Spencer CDC – under budget (\$7,562)
- e. Wrap Around – over budget (\$22,284)
- f. In-Kind – Head Start and Early Head Start has been posted through 9/30/24 for Head Start is a little slow, but will pick up now and Early Head Start has almost met the target!
- g. Administration for both grants below 15% maximum. No indirect cost at end of fiscal year.
- h. School Funding (SWVP)– Budget shows under (\$ 109,281). This programs budget is just beginning for the program school year so need to check cost centers. (Emmetsburg, Laurens, Storm Lake, Spencer, Milford, Estherville, Sheldon, Hartley)

- i. Credit Cards – usage was shared with Policy Council for the Agency Visa/Sinclair/Pro-Coop, & Walmart card statement. Discussed who uses these cards and what for.
- j. T&TA funds are being spent on trainings that are scheduled in the future but before 2/28/25.
- k. Working on the Budget for the Continuation Grant minor changes in T&TA with an in-person trainer, with the remaining categories remain about the same.

Motion to Approve Budget Report for September 30, 2024: by Emilia Marroquin

Second: Rachel Enge

Discussion: no discussion

Action: CARRIED

3. New Hires/Resignations/Transfer:

No new hires/resignations/transfers

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

- ERSEA Reports for September 30, 2024 shows at our enrollment at 289 for Head Start and 176 for Early Head Start. Attendance above 85% for both programs. Waiting lists continue to change as families settle in program.
- Recruitment continues year-round at all locations as waiting lists are being utilized with student changes.
- Disabilities: we are at 34/48 for the two programs to start the year. This number will increase as school is in session and concerns are shared with AEA and referrals are made.
- CACFP Report reviewed for September. This is a supplement for food cost but will not cover total cost.
- State Wide Voluntary Preschool Number for 9 years were shared with the group. This year is up from the previous year of students.
- Self-Assessment Report was discussed with areas of strength/development noted and the plan of action for 2023/24 which is in process. The 2022/23 completed assessment is included to show finished report. At the beginning of 2025 Policy Council members have an opportunity to participate in this process.
- Program Goals were discussed as how each goal impacts the School Readiness Goals and Family Outcomes. Each color is assigned to Education/Health/Administration/Parents & Families. These are the final goals submitted with the grant each year. They are updated each year after the program is completed with new data and analyzed if goal is still relevant.

5. Family Services Report; Denise Graettinger

- Family outcomes for the 2023/24 school year report is in two formats. The graph is easy to read and see the growth that was obtained over the year. Family Goal report is included and it shows the areas goals were chosen in and the progression/completion

of goals. Family Goals are base on the PFCE Framework. Some of these goals take longer to accomplish, but progress is showing on all.

6. Education Report; Jerilyn Stofferan

- School Readiness Goals for 2023/24 school year for Head Start and for Early Head Start were shared with the group. Head Start collects data 3 time per year and EHS collects 4 times per year. Teaching Strategies curriculum is used in the classrooms and data is enter into CC Gold for these reports. The comparison for IFSP/IEP vs Non, English vs Non-Returning vs Returning Children reports are included for both programs. The goal is to hit 85% or higher by the end of the school year. All areas achieved this. The 24/25 data is being completed for the 1st round, so looking forward to seeing where the children are at.

7. Multi County Board Report – Sarina Smith, Early Childhood Director

- Spencer Outreach continues to make progress from the flooding and expects to be back in the building by December, 2024.
- Staff have been very busy learning two new computer systems. The state continues to work to get the system functional. Staff have remained positive through this process.
- Fundraising – UDMO will have our first annual “Giving Tuesday” to raise funds to support Outreach.
- Legislative Discussion and Advocacy – Julie and Shakira is spearheading a committee to address legislative issues on December 4th.
- Head Start has been updating recently released Head Start Performance Standards that go into effect on 10/21/24. The Head Start Continuation and TTA grants for fiscal year 2025 grant are due December 1st.

8. New Business:

a. UDMO Policy and Procedure Changes:

- i. Auto Accident Procedure
- ii. Political Activity: The Hatch Act
- iii. Agency Vehicle Maintenance
- iv. Retirement

Motion to Approve the UDMO Policy and Procedures: by Kodie Borchers

Second: Rachel Enge

Discussion: None

Action: CARRIED

b. WRAP grant application is out and we would like to write for this grant.

Motion to Approve writing the WRAP Grant: by Edgar Ramos

Second: Rachel Edge

Discussion: None

Action: CARRIED

- c. UMDO Policy Council By-Laws: reviewed these and change the following:
 - i. Article V: 1. Officers – Officers may hold the same office for no more than two consecutive years. Discussion that the members vote on who they want in the offices and want this removed. If they want someone more than two years it is their choice.
 - ii. Article VII – Committee Members: The Duties of Health Advisory Committee – needs to be corrected to the current: Health and Mental Health Advisory Committee.

Motion to Approve the changes above to the Policy Council By-laws: by Brittany Hagen

Second: Rachel Enge

Discussion: None

Action: CARRIED

- d. Committee Members:

Motion was made by Kodie Borchers to accept all applicants for the Budget and Health and Mental Health Advisory Committees.

Second by Justina Christoffer. No further discussion, motion approved.

***Budget:** Kodie Borchers, Justina Christoffer, Michelle Howing, Brittany Hagen*

***Health and Mental Health Advisory:** Edgar Ramos, Jacqueline Origer, Shelby Reese, Brittany Hagen, Emilia Marroquin, Rachel Enge (Next meeting November 4th at 9:00 a.m.)*

Discussion: None

Action: CARRIED

9. Agenda for November 26, 2023 Policy Council Meeting

- a. Minutes
- b. Budget Report
- c. Hires/Resignations/Transfers
- d. ERSEA/CACFP Report
- e. IM/PI's
- f. ERSEA Training
- g. Income Eligibility Interview Form (Points Sheet 23-24)
- h. Health & Mental Health Advisory Report from November 4th
- i. PIR Results 2023-24 School Year

***Motion to Adjourn Meeting:** by Brittany Hagen*

Second: Kodie Borchers

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Discussion: None

Action: CARRIED

Brittany Hagen, Policy Council Secretary Submitted

Date approved _____

Michella Koppen, Recorder