



Policy Council Meeting Minutes
Hope Church, Spencer, Iowa
Tuesday, August 27, 2024
9:30 a.m. to 10:15 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 -Survey Monkey
Emilia Marroquin	Community Representative - Zoom
Jennifer Zamorano	Head Start – Survey Monkey
Kodie Borchers	Head Start
Maureen Reeves Horsley	Community Representative – Zoom
Marlin Avalo	Early Head Start-HB – Survey Monkey
Doris Lopez-Martin	Early Head Start – HB - Zoom

Absent:

Francis Porter	Head Start
Danielle Anderson	Head Start
Kimberly Mefferd	Early Head Start – HB
Cheyenne Gramstad	Head Start

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 Michella Koppen as Justina was not able to attend in person . Quorum was met with 7 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 Maureen Reeves Horsley

Discussion: None

Action: CARRIED

2. **Minutes** from the June 25, 2024 meeting reviewed with no corrections.

Motion to Approve the Minutes from May 28, 2024 meeting by: Maureen Reeves Horsley

Second: Doris Lopez-Martin

Discussion: None

Action: CARRIED

3. **Budget Report/Training**: Kodie Borchers, Budget Committee Member, presented the budgets information dated 6/30/2024: July Budget information below:

- a. Head Start –under budget (\$515,622)
- b. Early Head Start – under budget (\$176,931)
- c. Buena Vista CDC – over budget (\$7,384)
- d. Spencer CDC – over budget (\$6,656)
- e. Wrap Around –under budget (\$ 11,348)
- f. In-Kind – Head Start is out for summer, but will catch up once they return. EHS is well on the way to reaching the goal.
- g. Administration for both grants is well below 15% maximum.
- h. School Funding (SWVP)– Budget shows under (\$63,647). The year end is 6/30/24 and will be balancing out and begin in August with new 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 had some trainings scheduled for the fall. Working on spacing out.

Motion to Approve Budget Reports for 6/30/24 and 7/31/24 as presented by: Maureen Reeves Horsley

Second: Doris Lopez-Martin

Discussion: None

Action: CARRIED

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

None at this time.

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

- ERSEA Reports for June & July, 2024 were reviewed. Early Head Start has 183 for full enrollment as they continue through 7/31/24. Classes for the 2024-2025 school year are in full swing with many classrooms starting this week. All sites continue recruitment to maintain waiting lists. Enrollment for EHS will be completed by 8/31/24 and Head Start classrooms are getting close as they into September to complete. Attendance last year was above 85% for the year.

- Disabilities have exceeded our requirement at 52. August will show returning children and we will start working with AEA on new referrals.
- CACFP reviewed for June & July shows some meals not claimed due not following the correct recipe. A review with staff and reminders at the August in-service with cooks regarding CACFP requirements.

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

- In the Know shows the Spencer Outreach before the flooding and after the flood. All items were lost. Contractors are working on reconstruction and making a few changes as a handicap accessible entrance and restroom will be installed. We were lucky to find a temporary location sponsored by many caring businesses! Sadly, we have just been notified of sewer issues so we will be working with the building owner to make necessary repairs. This will require the office to be shut down some.
- UDMO has some apartment complexes that were not damaged by the flood. Currently, we are working on selling them as no grant funds are available to update. There has been interest.
- Weatherization has had a lot of visits from the State of Iowa and Federal employees to audit completed homes and to train their new employees.
- All Community Action Agencies are getting new software and the State of Iowa is also updating their software. Liheap is the initial focus of the state; CSBG and Weatherization will follow. This will entail lots of training for staff to learn two new systems at once.
- BVU: Just a reminder we have an agreement with them to support staff and/or their family members continue or acquire degrees.
- We want to recognize Phil and Peg Deffer for their generous donation to UDMO for use of funds where most needed. This is so appreciated!

7. Education Report; Jerilyn Stofferan

- No report this month.

8. Family Services Report;

- No Report

9. Health Services Report: Alyssia Friesner

- The Ruthven United Methodist Church women group got an idea from Maureen Reeves Horsley. During Health Advisory Meeting it was discussed that BV County was doing a project to promote drinking Tap Water vs Bottled Water. They donated money to purchase small reusable water bottles for the children to use. This is promoting healthily habits in drinking water and getting fluoride through tap water. The Benefits of Tap Water information is included with each water bottle given out. Some of the ladies visited while distributing water bottles and had a great time. We thank them very much.

10. New Business:

- a. Notice of Award including the One Time Funding Grant for the 2024/25 school year.
- b. ACF-OHS-IM-24-02: Monitoring FY 2025; CLASS, we are up for a FA1 visit this fiscal year. We are in the first year of the 5-year grant cycle.
- c. ACF-OHS-PI-24-05; Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement. This is the final ruling on the performance standards that have been in the process of updating. The program will work through the standards and update policies/procedures. These will then be presented to the Policy Council and UDMO Board of Directors for approval.
- d. Natural Disaster Response Policy; This policy has been developed since the flood and provides clarification on working and safety.

11. *Motion to Approve the UDMO Natural Disaster Response Policy by:* Kodie Borchers

12. *Second:* Emilia Marroquin

13. *Discussion:* None

14. *Action:* CARRIED

- c. Self-Assessment for 22/23 was shared and it was completed. The **23/24 Self-Assessment** was present in results charts: Areas of Ongoing Development and by each area meeting minute information with results.

Motion to Approve the Self-Assessment for 2023/24 by: Maureen Reeves Horsley

Second: Emilia Marroquin

Discussion: None

Action: CARRIED

- d. Center Updates:
 - a. Supplemental One-Time Grant was received from Head Start.
 - b. Sibley; has moved to new location. Working out the small details and getting appliances needed. It is looking good.
 - c. Flooding is still impacting families. Staff are busy working with them to find resources and keeping in touch if they have temporarily relocated to see when they move back to area. Keeping waiting lists current.

Maureen Reeves Horsley (HA/PC member) commented: We need to stop and appreciate the resilience and flexibility of staff. As we move forward, she encourages people to reflect and review the facts and views of candidates. Concerned about Project 25 and the impact it will have on Head Start. Please register to vote and exercise your rights!

e. **Agenda for next Policy Council Meeting scheduled for September 24, 2024**

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

***Motion to Adjourn Meeting:** by Maureen Reeves Horsley*

Second: Kodie Borchers

Discussion: None

Action: CARRIED

_____ Policy Council Member Submitted Date approved _____

Michella Koppen, Recorder