



Policy Council Meeting Minutes
Hope Church, Spencer, Iowa
Tuesday, September 24, 2024
9:30 a.m. to 10:00 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
Emilia Marroquin	Community Representative - Zoom
Kimberly Mefferd	Early Head Start - HB
Kodie Borchers	Head Start
Maureen Reeves Horsley	Community Representative – Zoom
Marlin Avalo	Early Head Start-HB – Zoom

Absent:

Francis Porter	Head Start
Danielle Anderson	Head Start
Jennifer Zamorano	Head Start
Doris Lopez-Martin	Early Head Start - HB
Cheyenne Gramstad	Head Start

EHS/HS Staff Present:

Central Office: Tyler Henderson, Sarina Smith

Clay Office: Michella Koppen, Denise Graettinger

Storm Lake Office:

Emmet Office:

West Sites:

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 6 of 11 members participating in person and using technology.

Any special recognition or announcements – N/A

Agenda Additions:

- **New Business:** Permission to write for the 25/26 Continuation Grant for Head Start/Early Head Start Programs.

Motion to Approve Agenda with Addition: Maureen Reeves Horsley

Second by Emilia Marroquin

Discussion: None

Action: CARRIED

2. **Minutes** from the August 27, 2024 meeting reviewed with no corrections.

Motion to Approve the Minutes by: Kodie Borchers

Second: Kimberly Mefferd

Discussion: None

Action: CARRIED

3. **Budget Report:** Kodie Borchers, Budget Committee Member, presented the budgets information dated 8/31/24:

- a. Head Start –under budget (\$142,794)
- b. Early Head Start – under budget (\$194,822)
- c. Buena Vista CDC – over budget (\$10,561)
- d. Spencer CDC – under budget (\$11,259)
- e. Wrap Around –over budget (\$ 13,753)
- f. In-Kind – Head Start is back in class and this will begin increasing. EHS is close to reaching the goal.
- g. Administration for both grants is well below 15% maximum.
- h. School Funding (SWVP)– Budget shows under (\$112,952). 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 been allocated to training in September.
- k.

Motion to Approve Budget Reports for 8/31/24 as presented by: Maureen Reeves Horsley

Second: Kimberly Mefferd

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 August, 2024 were reviewed. Early Head Start has 183 for full enrollment as they continue through 8/31/24. All sites continue recruitment to maintain waiting lists. Attendance has begun with all sites above 85% for the year.
- Disabilities begin the year at 28/47. Children will now begin the referral process for newly identified concerns.

- CACFP reviewed for August shows all meals claimed and the reimbursement for the month and the year to date.

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6. Multi County Board Report – Sarina Smith, Head Start Director

- In the Know shows the September update on the UDMO Spencer flood recovery. The current temporary location is experiencing some sewer issues and needed to shut down several days for repairs.
- State Liheap & EmpowOR Data System, has had staff busy with training and learning all the information needed and how to enter. It begins implementation on October 1st.
- Dawn Hoffman has joined the Fundraising Committee to assist in Outreach efforts to generate financial support.
- Head Start has received a One-Time Funding Grant and we will be working on getting all items in grant purchase by 2/28/24. Performance Standards is a focus as some need to be implemented by October 21, with others being worked on. This impacts the Policy and Procedures with updating. In New Business, we will ask for permission to apply for the 25/26 School year grant.
- We held an UDMO All Staff In-Service on September 17th in Emmetsburg. It was a busy day of training and interacting with staff from other programs.

7. Education Report; Jerilyn Stofferan

- No report this month.

8. Family Services Report;

- No Report

9. Health Services Report: Alyssia Friesner

- No Report

10. New Business:

- a. ACF-OHS-Im-24-03; American Indian and Alaska Native; AIAN; Curriculum; Assessment; Indigenous Knowledge; Cultural Practices.; Culture and Language, was shared with the group.
- b. Performance Standards that are on the October 21, 2024 list and the area that needs review is included in the chart. We are working on Policy and Procedure changes. These will be brought to Policy Council once updated for your approval. Some of these are “may” and we will continue to review and try to implement or make changes to fit the standard. One change is the “Health Advisory Services Group” will change to “Health and Mental Health Services Advisory Group”. We meet all the standard, just change the name.
- c. Behavioral Mental Health – Administrative Services Organization Grant: This comes for the State of Iowa and UDMO has sent a letter of interest in writing for the grant. UDMO is

waiting for additional information on the grant and who might be applying, before actually writing the grant. We are asking your approval to be able to write for this if applicable.

Motion to Approve UDMO writing for Behavioral Mental Health-Administrative Services Organization Grant by: Emilia Marroquin

Second: Maureen Reeves Horsley

Discussion: None

Action: CARRIED

- d. The 2025/26 Head Start Continuation Grant is due by December 1, 2024, so we need to begin working on it and request permission to write.

Motion to Approve the writing the 25/26 Continuation Grant by: Maureen Reeves Horsley

Second: Kodie Borchers

Discussion: None

Action: CARRIED

- c. Center Updates:

- a. Everyone has started and we are working on rolling out PBIS with rules out as end of month.

Maureen Reeves Horsley has served on Policy Council for 5 years. She has been a great partner and wonderful board member. We will miss her input. She will continue to serve on the Health and Mental Health Services Advisory Board. Thank You!

d. Agenda for next Policy Council Meeting scheduled for October 29, 2024

e. New members – Training/Election of Officers and Meeting at Hope Church

- 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