



Policy Council Meeting Minutes
Head Start, Spencer, Iowa
Tuesday, November 26, 2024
9:30 a.m. to 11:15
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
Brittany Hagen	Head Start
Kimberly Mefferd	Head Start
Edgar Ramos	Head Start – Emmet Zoom
Jacquelyn Origer	Head Start-Zoom
Felicity Lane	Head Start
Kodie Borchers	Early Head Start -HB
Katherine Daniels	Early Head Start - HB
Michelle Howing	Community Representative-Emmet Zoom
Emilia Marroquin	Community Representative - Zoom

Absent:

Rachel Enge	Early Head Start - CB
Shelby Reese	Head Start

EHS/HS Staff Present:

Central Office: Sarina Smith, Tyler Henderson, Jerilyn Stofferan, Julie Edwards

Clay Office: Michella Koppen,

Storm Lake Office:

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

1. Meeting was called to order by Justina Christoffer, as President. Quorum was met with 10 of 12 members participating in person and using technology.

Any special recognition or announcements – N/A

Agenda Additions:

Addition of Final Award of 5 year Head Start Grant, close out and Payroll Procedures Policy.

Motion to Approve Agenda with additions: Kodie Borchers

Second by Kimberly Mefferd

Discussion: None

Action: CARRIED

2. Minutes from the October 29, 2024 meeting reviewed with no corrections.

Motion to Approve the Minutes from October 26, 2024 meeting by: Emilia Marroquin

Second: Kimberly Mefferd

Discussion: None

Action: CARRIED

- a. **Budget Report/Training:** Tyler Henderson, Fiscal Director, presented the budget to the budget committee. Kodie Borchers presented the budget report dated October 31, 2024 to Policy Council
- b. Head Start under budget (\$588,205)
- c. Early Head Start – under budget (\$170,958)
- d. Buena Vista CDC – under budget (\$12,393)
- e. Spencer CDC – under budget (\$3,255)
- f. Wrap Around – over budget (\$42,052)
- g. In-Kind – Head Start and Early Head Start has been posted through 10/31/24 for Head Start, this will pick up now with school in session and Early Head Start has exceeded the target amount!
- h. Administration for both grants below 15% maximum. No indirect cost at end of fiscal year.
- i. School Funding (SWVP)– Budget shows under (\$102,278). 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)
- j. 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.
- k. T&TA funds are being spent on trainings and you will see this being spent.
- l. 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 October 31, 2024: by Kimberly Mefferd

Second: Emilia Marroquin

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 October 31, 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 move out of the program.
- Recruitment continues year-round at all locations as waiting lists are being utilized and applications added.
- Disabilities: we are at 35/48 for the two programs to start the year. This number continues to increase as AEA works to evaluate the referrals that are made.
- CACFP Report reviewed for October. This is a supplement for food cost but will not cover total cost with all meals claimed for October.
- Final report for the 5- year Head Start Budget, showing that it has been closed and all funds were used.

5. Multi County Board Report -Julie Edwards, UDMO Executive Director

- This is Federal Review Year for Head Start. Information will be shared and members of Policy Council and UDMO Board will participate. We will get a 30- day notice as to when they will be coming. The review will be. We will help you feel prepared.
- A letter thank you letter from a client who participated in the Weatherization Program.
- Spencer Outreach will be returning to their home in December. It has been a challenging summer.
- Legislative Forum Discussion and Advocacy – Will be held on December 4th at the ILCC in Spencer. It will include:
 - Legislative Impacts
 - Statewide Voluntary Preschool (Head Start Preschool and School District collaboration)
 - CACFP and In-home Child Care Partners
 - Emilia expressed that there needs to be discussion regarding the information needs to be in Spanish and better explanations as this is a difficult process to get through.
 - Early Childhood Iowa will also be presenting
- Data Systems: These continue to have issues and working with the State of Iowa on resolving them.
- WRAP grant is in process.
- FADSS Site visit last month
- Weatherization – changes coming from the state.

UDMO Policies:

Changes & New: Pay Period, Advance Education Payment, Incentive Policy, Incentive Policy, Policy on Expenditures and Payroll Procedures (late addition). These show areas that have been changed or the new policy.

Motion to Approve the UDMO Policy and Procedure by: Emilia Marroquin

Second: Kimberly Mefferd

Abstained: Michelle Howing

Discussion: None

Action: CARRIED

6. Family Services Report; Jerilyn Stofferan

- Family outcomes for the 2024/25 school year report showing all families that set goals with their home visitor at the beginning of the year. Some number will be lower as families are just starting with the program and goals are new to that family.

7. Education Report; Jerilyn Stofferan

- School Readiness Goals for 2024/25 school year for Head Start Preschool and for Early Head Start(EHS) were shared with the group. Head Start Preschool collects data 3 time per year and EHS collects 4 times per year. This is the first collection of where the children are currently at. These are shared with families at conferences. We look at the entire program together and then break out first year to repeating, IFSP/IEP vs non, English vs Non-English. This allows the program to see where children's needs are at and what area to focus on. Each sheet has an explanation box on the right side. At this time things are looking good.
- **Resignation of** Melinda Newbiggin from Policy Council Early Head Start Home Base, Approval of Katherine Daniels to take her place.

Motion to Approve the resignation and approve the replacement of members above: by Kodie Borchers

Second: Kimberly Mefferd

Discussion: None

Action: CARRIED

8. Health Report; Alyssia McMurtry

- Health and Behavioral Health Advisory Meeting was held on November 4, 2024. Health data was shared with the group. Eye care utilizing the VSP program is changing. Discussion with the Spirit Lake Eyecare Center with seeing some of our children. Brea Schmidt is seeing our 10 neediest children to get teeth treated. Barb Wilkerson shared the IPTV towers are used to broadcast emergency alerts, and this area is the lowest support/user of IPTV. These towers are old and will be needing updated. We need to

support them so we continue to have this great service. There is an opening for a nurse at our Storm Lake location.

9. New Business:

- a. ACF-OHS-IM-24-04: Facilities; Depreciation; Real Property
- b. ACF-OHS-IM-24-05: Child Care and Development Fund, CCDF, Tribal Land Agencies, American Indian and Alaskan Native Head Start, Region XI, Tribal Home Visiting, Housing, Workforce
- c. ACF-OHS-IM-24-06: Child Incidents; Reporting; Health and Safety
- d. ACF-OHS-IM-24-07: Monitoring; FY2025; CLASS
- e. ACF-OHS-PI-24-06: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement
- f. ACF-OHS-PI-24-07: Classroom Assessment Scoring System (CLASS); Designation Renewal System (DRS); Head Start Program Performance Standards; Competition
- g. **ERSEA Training** – power point presented
- h. **Income Eligibility Point Sheet for 2025/26.** Shared the proposed changes and reasons for these changes.

Motion to Approve the Income Eligibility Points Sheet for 2025/26 year: by Brittany Hagen

Second: Kodie Borchers

Discussion: None

Action: CARRIED

- i. Shared Vision Grant: Grant proposal is not out yet, but will be due in January, so we are requesting your permission to write for this grant: This grant supports a classroom in Spencer and Storm Lake. This is a State of Iowa Grant.

Motion to write for the Shared Vision Grant: by Kodie Borchers

Second: Emilia Marroquin

Discussion: None

Action: CARRIED

- j. Updated Head Start Program Standards (HSPS) were released in mid-September, with a timeline for compliance. The standards are in area such as Emergency, Education, ERSEA and Health, which have the earliest compliance date of December 1, 2024. These changes to polices are highlighted in yellow and stricken out if removed from policy.
 - i. Tobacco & Smoke Free Policy
 - ii. Missing Children
 - iii. Parent and Family Engagement in Education and Child Development Services
 - iv. Staff Health and Wellness
 - v. Verifying Eligibility
 - vi. Water Supply and Lead Hazards
 - vii. Collaboration and Communication with Parents
 - viii. Purpose

Motion to Approve the updates to the Head Start Policy and Procedures: by Brittany Hagen

Second: Emilia Marroquin

Discussion: None

Action: CARRIED

- k. PIR – Head Start 0-5 Snapshot for 2023-24 school year. Shared the data for our program that supports the request of changes for the Interview Points Sheet.
- l. UMDO Annual Report that is shared in May to the board members. Data for all programs included.
 - i. Head Start Annual Report – this is used as part of the grant and shared with community members.
 - ii. December Policy Council Meeting: If you choose not to have a meeting, we will share two budgets and other reports at the January Meeting.

Motion to Approve not to have a December, 2024 Policy Council Meeting: by Kodie Borchers

Second: Brittany Hagen

Discussion: None

Action: CARRIED

10. Agenda for January 28, 2025 Policy Council Meeting

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

Motion to Adjourn Meeting: by Kodie Borchers

Second: Emilia Marroquin

Discussion: None

Action: CARRIED

Brittany Hagen, Policy Council Secretary Submitted

Date approved _____

Michella Koppen, Recorder