

Upper Des Moines Opportunity, Inc.



Policy Council Meeting Minutes Head Start, Spencer, Iowa Tuesday, January 28, 2025 9:30 a.m. to 11:10 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
Shelby Reese	Head Start
Kodie Borchers	Early Head Start - HB
Katherine Daniels	Early Head Start - HB
Michelle Howing	Community Representative - Zoom

Absent:

Rachel Enge	Early Head Start – CB
Kimberly Mefferd	Head Start
Edgar Ramos	Head Start
Felicity Lane	Head Start
Emilia Marroquin	Community Representative

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 6 of 11 members participating in person and using technology.

Any special recognition or announcements – N/A



Agenda Additions: One Time Funding Grant Carry-over

Motion to Approve Agenda: Michelle Howing

Second by Brittany Hagen

Discussion: None

Action: CARRIED

2. Minutes from the November 26, 2024 meeting reviewed with no corrections.

Motion to Approve the Minutes from November 26, 2024 meeting by: Kodie Borchers

Second: Michelle Howing

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 November & December, 2025 to Policy Council
- b. Head Start under budget (\$580,732)
- c. Early Head Start – under budget (\$161,324)
- d. Buena Vista CDC – under budget (\$14,014)
- e. Spencer CDC – over budget (\$1,000)
- f. Wrap Around – over budget (\$43,802)
- g. In-Kind – Head Start and Early Head Start has been posted through 12/31/24 for Head Start, they are getting closer to the goal 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 (\$118,128). This programs budget is just beginning for the program school year so need to check cost centers and consider some relocation. (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. November & December expenditures provided.
- k. T&TA funds are closer to being spent.

Motion to Approve Budget Report for November 30 and December 31, 2024: by Brittany Hagen

Second: Shelby Reese

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 November and December, 2024 shows at our enrollment at 289 for Head Start and 176 for Early Head Start. Attendance continues to be above 85% for both programs. Waiting lists continue to change as families move out of the program.
- Recruitment continues year-round with the program starting recruitment for the 2025-26 school year.
- Disabilities: we are at 37/48 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 November and December, 2024. This is a supplement for food cost but will not cover total cost November had 70 lunches not claimed, but all meals claimed in December. *Note date is incorrect should be 2024.

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

- Photos of the Spencer Outreach site as things were getting put together with assistance from some Central Office staff. We also had help from many community volunteers.
- The “Giving Tuesday” was a success, will continue this.
- Legislative discussion & advocacy was successful with one legislator present, community partners and UDMO Staff. Great discussion.
- The State of Iowa has decided to not approve any Shared Vision Grants, they are going to combine it with Statewide Voluntary dollars, use the WRAP around funds to promote child care. These items continue to be in process with the State of Iowa on determining the process.
- Employee “Stay” Survey was completed with positive results.

6. **Family Services Report/Education Report**; Jerilyn Stofferan

- Jacquelyn Origer has resigned from Policy Council. She has accepted a job with UDMO at our Iowa Lakes Site in Emmetsburg.
- We have two candidates wishing to fill the position.

Motion to Approve the resignation of Jacquelyn Origer: by Brittany Hagen

Second: Kodie Borchers

Discussion: None

Action: CARRIED

7. **Health Report**: Alyssia McMurtry

- No report.

8. **New Business**:

- a. ACF-OHS-PI-25-01; Child Care and Development Fund (CCDF); Head Start; Construction and Major Renovations Procedures for Indian Tribes, AIAN American Indian and Alaska Native
- b. ACF-OHS_IM-25-02; FY 2025; CLASS



- c. ACF-OHS-IM-25-01; Child Care and Development Fund; CCDF; Tribal Lead Agencies; American Indian and Alaska Native Head Start; Region XI; Tribal Home Visiting; Food Security; Indigenous Food Sovereignty
- These PI/IM's currently do not pertain to the program. Next year our program will be scheduled for CLASS as a part of the 5-year review cycle.

- d. **Income Eligibility Point Sheet for 2025/26 proposed change:** It was discussed at a meeting that with "Categorical Eligibility" being expanded, it puts our "teen mom" as a point value disadvantage. Families with SNAP receive more points than these moms. It is proposed to raise "Teen Mom" to 275 points, just 25 points above SNAP. This would provide the opportunity to serve them sooner, which our program considers important.

Motion to Approve changing Teen Mom to 275 points for the 2025/26 year: by Kodie Borchers

Second: Brittany Hagen

Discussion: None

Action: CARRIED

- e. **Recruitment Plan for 2025/26 School Year:** This is the overall recruitment plan, with each site having a more specific, detailed plan to fit the area they are serving.

Motion to approve the Recruitment Plan for 2025/26 School Year: by Kodie Borchers

Second: Shelby Reese

Discussion: None

Action: CARRIED

- f. **Parent Survey Questions** the program would like to use are the same as the 2023/24 for the 2024/25 survey with one change: the addition of County to the question if they know someone interested in the program. These will go into a survey monkey and be sent to each family for completion at conferences.

Motion to Approve the updates to the Parent Survey Questions for 2024/25 school year: by Michelle Howing

Second: Kodie Borchers

Discussion: None

Action: CARRIED

- g. Information received from the State of Iowa regarding the WRAP Around Child Care and Shared Vision Grants.
- h. Beth Cox, from Head Start Region VII Office will be visiting the program and attending the Policy Council Meeting visiting Spencer and Emmet Sites and attending the UDMO Board Meeting. She will be here February 25 and 26th.
- i. UDMO Head Start is up for a review called – FA1. They will be interested in visiting with a few Policy Council Members, if interested:
 1. Brittany Hagen
 2. Kodie Borchers
 3. Shelby Reese
 4. Justina Christoffer



- A survey monkey will be developed and sent out to all members to see if anyone not in attendance is interested in joining this group.
- j. **Roosevelt Project/Grant:** With all the concerns and funds spent we are looking at writing a “Energy Grant Project for the Roosevelt Building. It would include Heating, Cooling, Lights, Insulation, Windows and any other energy projects. This will most likely become a 1303, but we will see. Asking permission to peruse this opportunity.

Motion to Approve writing for a Energy Project for the Roosevelt Building: by Kodie Borchers

Second: Michelle Howing

Discussion: None

Action: CARRIED

- k. **One-Time Funding Carryover Grant:** If we need to write a carryover grant for funds not spent at then end of February, permission to write?

Motion to Approve a One-Time Funding Carryover Grant: by Brittany Hagen

Second: Shelby Reese

Discussion: None

Action: CARRIED

j. **Agenda for February 25, 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 Michelle Howing

Second: Kodie Borchers

Discussion: None

Action: CARRIED

Brittany Hagen, Policy Council Secretary Submitted



Date approved 2-25-2025

Michella Koppen, Recorder



