

Policy Council Zoom Meeting
7-28-20
Submitted by: Kerry Mehling

Members Present via ZOOM connection: Kelsey Duffield, Jeanne Ogden, Mattie Bauer, Kathrine Macintosh, Brittany Crofutt

Members emailing in voting who could not attend Zoom connection: Gloria Morales, Lori Lore

Staff Present via ZOOM connection: Kerry Mehling, Donna Jenne, Pam Hebbert, Kristen Bauer

Policy Council Meeting called to order by Kathrine at 6:07pm. Members reviewed the minutes from the June meeting. **Jeanne moved to approve the June minutes. Brittany seconded the motion.** *There was not a quorum at the meeting. Members present made the recommendation to approve the June minutes. Follow-up emails from members who could not attend Zoom meeting include a Yes vote from: Gloria Morales, Lori Lore* **Motion to approve the June minutes was passed.**

Director's Report:

All members received copy of the Director's report via email and screen sharing. Donna reviewed the report with members. Donna explained that home visits are still taking place virtually for the families who are enrolled in the summer services and plans for the fall will continue this process. Door to door recruitment has been taking place and the program is continuously working on innovative ways to reach families utilizing the CARES Act funding. At this time, foster grandparents will not be allowed back into classrooms due to the COVID-19 pandemic. The program is still waiting for the COLA and Quality Improvement funding.

Finance Report:

All members received a copy of the Finance Report via their packets in the mail and screen sharing. Pam Hebbert, Fiscal Officer, presented the reports. Pam presented the final report for the 2019-2020 grant year, reminding members that there was \$26,172.79 in unspent funds in the Head Start grant due to the fluctuations that occur with indirect cost payments. Pam highlighted some of the expenses that are in relation to curriculum purchasing and program support of staff training at the Mid-Winter Conference in February. All of the funding was expensed in the Early Head Start grant and HS/EHS T/TA funding. The final administration cost was at 13.47%.

In the new grant funding year for 2020-2021, the primary expenses in the Head Start funding shown so far are for payroll expenses and final public school partnership contract expenses. There are also expenses for facility updates and relocation costs. Pam explained that some expenditures, such as rent and utilities, were a little higher as both June and July expenses were paid. Postage expenses are higher as a result of increased mail activity due to COVID-19 and remote services. The Early Head Start report shows many of the same expenses. There has not been much activity yet for the T/TA funding. Administration costs are currently at 13.58%.

Next, Pam reviewed the credit card expenditure report showing purchases of supplies for COVID-19 remote summer services and preparation for fall safety needs. USDA Report of Reimbursement for June 2020 was presented for the limited services being provided at Central HS and EHS CDC. **Brittany moved to approve the finance report. Kelsey seconded the motion.** *There was not a quorum at the meeting. Members present made the recommendation to approve the Finance Reports. Follow-up emails from members who could not attend Zoom meeting include a Yes vote from: Gloria Morales, Lori Lore.* **Motion to approve the Finance reports was passed.**

Board Report: Donna presented an overview of the most recent Board of Directors meeting. Dr. Katie Carrizales presented a snapshot of the Behavioral Health department. The board discussed the ratification and affirmation of previous E-Meetings to avoid any potential legal argument regarding the allowance of boards to meet virtually. The ESU#13 Employee Handbook was presented and approved along with office supply needs for the new Sidney location and approval of a resignation of a certified employee.

Old Business:

None - June meeting did not have a quorum at the ZOOM meeting. Follow-Up voting continued through email responses from members who were unable to attend the ZOOM meeting. With those follow-up votes, all June business was completed with a sufficient number of votes from members to meet the quorum. See June minutes for added details.

New Business:

Nutrition Written Plan Review: Kristen Bauer, Health & Nutrition Coordinator, presented the Nutrition plans. Topics included: child nutrition, identification of nutritional needs, provision of nutrition services, family style meal service, diet and nutrition history, special diet/food allergy accommodation, menu approval, Child and Adult Care Food Program (CACFP), and the policy on lead testing. Some discussion took place in reference to COVID-19 and how the program will not be doing family style meal service at this time. Children will still sit and eat together at the table but will be served by a staff member instead of serving themselves. Also, Kristen reported that the CACFP application for 2020-2021 has been approved. Finally, a discussion took place about using additional seasonings in the food. Kristen explained the rules of limiting sodium in the children's diets as a part of the food program requirements, but mentioned that she will discuss this with the contracted dietician for the program. **Jeanne moved to approve the nutrition written plans. Kelsey seconded the motion. There was not a quorum at the meeting. Members present made the recommendation to approve the nutrition written plans. Follow-up emails from members who could not attend Zoom meeting include a Yes vote from: Gloria Morales, Lori Lore. Motion to approve the Nutrition Written Plans was passed.**

COVID-19 Updates/Center Opening Plans: The ESU#13 Leadership Team, nurses, maintenance teams, and other pertinent staff members have been working regularly to develop center and program reopening plans. The agency will be following the color dial as has been presented by Panhandle Public Health District (PPHD). The final agency plan will be approved by PPHD before it is implemented. Head Start and Early Head Start classrooms will continue with the screening process that was established for summer services, which includes temperature checks upon arrival and at noon each day for staff and children, as well as having parents complete the screening questionnaire each morning upon arrival.

Most classrooms are scheduled to begin on Monday, August 17th, with public school districts mostly starting the same week. There are 7 public school partnerships including: Bayard, Gering, Minatare, Mitchell, Morrill, Scottsbluff, and Sidney. Stand-alone HS/EHS locations include: Bridgeport, Child Development Center (CDC), Early Learning Center (ELC) and Northfield. Weekly enrollment meetings are taking place until all enrollment slots are filled.

Enrollment/Recruitment Update 2020-2021: A team was established for recruitment efforts this summer. The team went door to door in every community where Head Start and Early Head Start are located. The process was approximately 3 weeks of travel and walking through neighborhoods, leaving flyers on doors and at local businesses.

Kerry presented the enrollment update for the 2020-21 school year. Currently, EHS has 59/84 slots filled, with HS having 159/202 slots filled. Areas where applications are needed include: Bayard partnership, Minatare partnership, Gering Public School partnership, Bridgeport, and Home Base.

Review 5 Year Goals: All members received a copy of the 5 year goals in their packets. Donna and Kerry reviewed the goals with members with a focus on family well-being efforts for the upcoming year. Staff will engage in training and education for parents on specific topics such as financial stability, substance misuse, domestic violence, health and safety. No further input was given.

Employment Openings were shared for members to review. Openings included:

Head Start Assistant Cook – Scottsbluff area

Head Start Bus Monitor – Scottsbluff area

LifeLink/Meridian Special Education Classroom Teacher 2020-2021

Special Education Teacher 2020-2021

Title 1C Service Provider

EIHFT Family Consultant

Speech/Language Pathologist – Scottsbluff, Sidney, Chadron

New Hires:

Judy Cuthbertson – Teacher for EHS CDC Classroom. BA in Early Childhood Education – Start Date August 3rd. Full-Time/Full-Year Position.

Laura Barrett – Director of Special Projects for ESU#13. Full-Time/10 month position. Laura will assist in oversight of the certificated teachers that were hired within the Head Start program.

Jeanne moved to approve the New Hires. Brittany seconded the motion. *There was not a quorum at the meeting. Members present made the recommendation to approve the staff new hire. Follow-up emails from members who could not attend Zoom meeting include a Yes vote from: Gloria Morales, Lori Lore. Motion to approve the New Hires passed.*

Center Reports: No reports. Limited center services due to COVID-19.

Meeting adjourned at 7:30p.m.