

Policy Council Minutes

7-30-19

Submitted by: Brittany Crofutt & Kerry Mehling

Members Present: Brittany Crofutt, Donna Reynoldson, Allisha Coffman, Michael Amaya, Heather Bowen, Austin Lentfer, Gloria Morales, Heather Scheenan

Staff Present: Kerry Mehling, Donna Jenne, Maria Perez

Gloria Morales called the meeting to order at 6:15pm. Members reviewed the minutes from the June meeting. **Donna R. moved to approve the June minutes. Heather seconded the motion. Motion carried by roll call vote.**

Director's Performance Report:

All members received a copy of the Director's report. Donna discussed the report in its entirety. Attendance has been low due to many families out on vacation. Maria noted that the physical exam report for HS changed to 79% and EHS to 83%. Staff have been following up with some families in the Home Base program due to poor compliance with the requirements of the program option. The program is still taking applications. Areas where recruitment is needed include: Bayard, Bridgeport, Minatare, and the 3 Gering locations. In Gering, there are 2 new classrooms. Staff were unable to recruit in the spring for these locations because all of the facility locations had not yet been secured at that time. Once things were in place, social media was being utilized to inform the community as well as presence at recruitment events. Applications have been coming in from these methods.

Finance Report:

Pam Hebbert was out on vacation, so, Donna discussed the Finance Reports for June. All members received copies of the monthly report and credit card expenditures. All of the T/TA (training and technical assistance) funds were used for the 2018-19 grant year. Donna reported the cost of \$3,200 to relocate classrooms, noted as a one-time expense. There was an ADA issue discovered during the process of the renovation at CDC that was corrected at the amount of \$6,200. Also showing in the report is a one-time expense for replacement of a bus arm as the old one wasn't working any more. Donna informed members that the finance report will look different at the next meeting as there is a new coding system being implemented. Administration costs are well within budget for the end of the 2018-2019 grant year at 12%. So far, for the 2019-2020 grant year, administration costs are at 6.58%.

The USDA report was presented by Kerry for June. Numbers for HS were lower because there is only one classroom in session for the summer months. **Heather Scheenan moved to approve the Finance Reports. Austin seconded the motion. Motion carried by roll call vote.**

Board Report:

Approval for bids in the Sidney location to renovate the ESU#13 administration building.

Old Business:

None

New Business:

Nutrition Written Plans NU01-NU06: Maria Perez, Health and Nutrition Manager, discussed all of the policies in detail. Topics included were: identification of nutritional needs of children; nutrition services within the program; meal service; family assistance with nutrition; food safety and sanitation; and special needs with nutrition services. There were no questions. **Heather moved to approve the Nutrition Written Plans. Donna R. seconded the motion. Motion carried by roll call vote.**

Enrollment/Recruitment 2019-2020 Update: Discussed with the Performance Report. Classes will begin on August 19th for HS/EHS classrooms. Most partnerships resume session within the same week. Staff members have been involved in many recruitment events this summer. The next event will be at the National Night Out in Scottsbluff on August 6th.

Employment Openings:

- Head Start Enrollment Manager – Scottsbluff – Full-Time/10 month temporary position
- Head Start Bi-lingual Assistant Teacher – Scottsbluff – Full-Time
- Head Start Family Advocate (2) – (1) Full-Time Scottsbluff area, (1) Part-Time Sidney area
- Regional Migrant Education Program Recruiter – Full-Time
- School Based Mental Health Therapist – Full-Time/10 month position
- EIHFT (Ecological In-Home Family Treatment) Family Consultant
- EIHFT Supervisor – Full-Time
- Substitute Job Coaches – LifeLink School
- Substitute Teachers – Meridian and LifeLink Schools
- Substitute Para-educator - Meridian

New Hires:

- Debbie Duffield-Cook for Central HS – full-time/full year position
- Jason Lopez- Assistant Cook at CDC – full-time/full year position
- Nicole Michael-Education Supervisor-full-time/10 month position
- Kim Stewart-Teacher Bridgeport- full-time/10 month position

Donna R. moved to approve the New Hires. Allisha seconded the motion. Motion carried by roll call vote.

Center Reports

Center reports were given by: EHS HFRC (verbal), Home Base (verbal), and Central HS.

Meeting was adjourned at 6:50 pm.