

Policy Council Meeting
1-31-23
Submitted by: Kerry Mehling

Members Present: Amelia Maldonado, Tiah Alvizar, Laura Morehead, Carolyn Carlyle, Danielle Hoxworth, Kari Schukei, Kathrine MacIntosh, Amber Schleuning (w/ guest Jacob Schleuning), Kianna Ybarra, Hannah Gadbow, Shayna Hudson

Staff Present: Kerry Mehling, Lauren Starke, Shannon Yeoman, Teena Branson (Krystie Hohnstein was absent)

Board Members Present: Diane Coon

Policy Council Meeting called to order by Laura Morehead, at 6:17p.m. New member introductions were made. Members reviewed the minutes from the November meeting. **Tia moved to approve the November minutes. Kathrine seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Kerry Mehling discussed the report and continued providing training on program requirements for new members. The openings for the EHS program are mostly within the Home Base program as the final decision for reduction application for EHS slots was pending. All other openings in HS and EHS are within the 30-day allowable timeframe. Attendance is lower than the 85% requirement in the EHS program due to illness. A breakdown of non-federal share amounts per location was included.

Other highlights include staffing difficulties with a vacancy for the Health and Nutrition Manager and three openings for family advocates. Family Advocate services are low in Bayard, Bridgeport, Gering, Minatare and Morrill because of these vacancies, and efforts are in place to recruit potential candidates for these positions. Program updates were provided for staff and parent training and engagement opportunities. The 2023-2024 continuation grant was submitted in December and the program is awaiting approval information.

Finance Report:

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. Lauren continued training with members on how to read the reports and important things to look for. She discussed the November and December reports for operating funds, T/TA, Administration, Non-Federal Share, USDA and Credit Card expenditures. An update on COVID-19 funding and ongoing playground updates planned to utilize the funding occurred.

Members were updated on the carry-over funds allocated to purchase a van. A vehicle will be purchased for \$43,000 that meets the program needs. The carry-over funding received was \$55,000 so Lauren explained that we can still use the excess funding, and she will be required to do a budget revision.

Lastly, Lauren gave an update on the most recent audit results for ESU#13 and the Head Start Program, which resulted in no findings for ESU#13 as an agency or specifically for the Head Start program. **Hannah moved to approve the finance report. Laura seconded the motion. Motion carried by roll call vote.**

Board Report:

The Board of Education reviewed the ESU#13 audit results, honored board members for their service, and discussed possibilities for expansion of the Meridian and VALTS programs into the northern tier of schools. Cyber Security processes for the agency are being organized.

Old Business:

Update on EHS Reduction Application: The EHS Reduction Application has been approved. The program is working on facility needs in Bridgeport in order to open up an infant/toddler classroom as soon as possible. During the wait for approval on the application, the bids for renovations expired and will need redone. Currently, the program will continue to serve Home Base families and begin transitioning them out of this program option when the infant/toddler classroom is set to open. The Home Educator on staff will then transition to supporting the family and community engagement component and other family advocates in alternate ways.

Election of Officers: Officers engaged in elections for the following Policy Council leadership positions and volunteered for program committees: Executive Committee including a President, Vice President, and Secretary. Other committee opportunities: Personnel and Health Services Advisory Committees. An explanation of each committee occurred and members had the opportunity to nominate self or others. Nominees had the opportunity to talk about their interest in the position, and why they felt they would be a reliable candidate to carry out the responsibilities. **Hannah moved to approve the Officers and Committee Members. Kathrine seconded the motion. Motion approved by roll call vote.**

Executive Committee:

President:	Vice President:	Secretary:
Nominees: Laura Morehead Hannah Gadbow	Nominees: Hannah Gadbow	Nominees: Kathrine Macintosh
<i>Elected – Laura Morehead</i>	<i>Elected- Hannah Gadbow</i>	<i>Elected –Kathrine Macintosh</i>

Volunteers for Committees:

Personnel: Kathrine Macintosh, Kari Schykei, Amelia Maldonado, Kianna Ybarra

Health Services Advisory: Hannah Gadbow, Madison Koch, Tiah Alvizar, Amelia Maldonado, Kathrine Macintosh, Shayna Hudson

New Business:

Child Outcomes & School Readiness Goals Discussion: Shannon Yeoman, Education and Special Services Manager presented the School Readiness Goals to the group. Goals align with the Head Start Early Learning Outcomes Framework (ELOF), Teaching Strategies Gold, Creative Curriculum, and the Nebraska Early Learning Guidelines, Nebraska Rule 11, and Nebraska Kindergarten Standards. Shannon shared the domains measured including social-emotional, physical, language, cognitive, literacy, math, science, social studies, art, and English language acquisition. The child outcomes for Fall 2022 for ages 1-2 year olds, 2-3 year olds, and 4 year olds were presented.

Communication & Record Keeping Written Plan Review/Discussion: Kerry Mehling, Assistant Director presented the Communication and Record Keeping Plans to the group. Discussion included communication from the program with the community, with families while engaging them in their home language, communication with the governing body and with staff. In addition, record-keeping systems were outlined along with parent rights, and a breakdown of how and which reports are shared with whom (i.e. board of education, policy council, parents, and staff).

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Written Plan Review/Discussion (Including Eligibility Training & Approval Selection Criteria 2023-2024):

Teena Branson, Enrollment Manager, presented eligibility training and the proposed 2023-2024 Selection Criteria to members. Topics include eligibility age and criteria to complete an application, income-guidelines and allowances, documents used to verify eligibility, recruitment strategies, selection process and criteria for target population, attendance requirements and processes, and program utilization of the Remind Program for additional communication efforts with families. Discussion regarding challenges in enrollment and efforts to work with partnership school districts to streamline the processes with various changes in point people for communication and procedures. **Kari moved to approve the 2023-24 Selection Criteria. Hannah seconded the motion. Motion approved by roll call vote.**

Review of 2021-2022 Program Information Report (PIR): Tabled to February Meeting.

Employment Openings - Agency-wide employment openings are located on the ESU13 website (www.esu13.org) under *Employment Openings*. Prospective Employees can also apply directly on this site. The website was visible to members for review of current open positions.

New Hires:

Alexia Ramirez – CDC Assistant Teacher– Full-time/full year position

Brittney Morris – Bridgeport Assistant Teacher – Full-time/10-month position

Kathrine moved to approve the New Staff Hires. Shayna seconded the motion. Motion approved by roll call vote.

Center Reports: Center reports turned from Bayard, Home Base, Gering, EHS & HS CDC,

Meeting adjourned at 8:30p.m.