

Policy Council Meeting
10-25-22

Submitted by: Kathrine MacIntosh and Kerry Mehling

Members Present: Christiana Bauer, Carolyn Carlyle, Ember Olmstead, Tiah Alvizar, Andrea Phelps, Mary Brumage, Kari Schukei, Becca Bradford, Rebecca Jacobs, Danielle Hoxworth, Hanna Gadbow, Kristina Stokes, Kathrine MacIntosh, Kathy Pritchard, William Pritchard, Laura Morehead, Shayna Hudson, Ember Olmstead

Board Members Present: None

Staff Present: Kerry Mehling, Krystie Hohnstein, Lauren Starke

Policy Council Meeting called to order by Laura Morehead at 6:21p.m.

Policy Council Orientation:

Introduction video played for all members to view. Members looked at Tab 4 in their binders (Personal and Team Roles, Head Start Performance Standards (HSPS)/Head Start Act). Krystie Hohnstein went over the Management Systems Wheel and the Governing Body oversight with the members.

Kerry Mehling presented Tab 2, 3, 6, and 8 of the training binders- Meetings are always on the last Tuesday of EVERY month. If we do not have people to come to meetings business cannot be completed without Policy Council. In order for business to be completed there must be at least 6 members present. This is a very important responsibility and if you are unable to fulfill it, you are asked to contact Kerry Mehling to get another person to take your position. Packets are sent out before every meeting (email/mail). You are asked to RSVP to these meetings as well as how many children will be with you. Meals and childcare are available at every meeting.

- Tab 3- Be sure to talk to your parent groups to make sure everything is running good and provide input to staff.
- Tab 6- gives meeting dates for the year. There are no meetings in December or May. Standing agenda items are also there so you can see somewhat of what may happen at each meeting. Your commitment of being on Policy Council is until September of 2023 even if your child moves up to Kindergarten. If you work for ESU 13 or are related to someone who is employed by them you are not allowed to be on Policy Council because of conflict of interest (See By-Laws Tab 5).
- Tab 8- Confidentiality of ESU 13. Members were asked to Sign and Date a Statement of Confidentiality and turn them in.

Director's Report:

All members received a copy of the Director's report. Krystie Hohnstein discussed the report and explained it in detail for new members. Kerry Mehling explained Partnerships and Collaborations. New In-Kind report was presented and explained. Ideas were presented on the best ways to inform classrooms on their In-Kind collected amounts and targets with charts.

Finance Report w/ Updates on COVID Funding:

All members received a copy of the Finance Reports. Lauren Starke, Fiscal Officer, presented the reports and began training new members on how to read them along with some of the areas that Policy Council members can help to monitor. Administration limitations and expenses were explained. Members can help to ensure that the administration percentage stays under 15% for the entire year. COVID Funding, Credit Card Expenditures, and USDA Reimbursement for September was presented. Credit Cards were switched from Elan to the local Platte

Valley Bank agency-wide. **Kristina Stokes moved to approve the finance reports. Tiah Alvizar seconded the motion. Motion carried by roll call vote.**

Board Report: Krystie Hohnstein presented the last board meeting summary. The agency, including local Head Start centers and partnerships, practiced their emergency response during a community-wide drill and received feedback from first responders to improve training and preparation. Cyber Security is also a targeted area that the agency is hoping to enhance.

Old Business:

Update on EHS Reduction Application: Krystie Hohnstein discussed the ongoing conversations with Policy Council and the data from the last 5 years, showing that Home Base has consistently been under enrolled and hard to keep enrollment slots filled. The program applied for a reduction to convert EHS Home Base (20) slots to EHS classroom (8) slots in Bridgeport. Region 7 supported the program in submitting the application. The program is now waiting on either an approval or denial for the request. If approved, Home Base will be phased out and the new slots will be phased in so it is a smooth transition for everyone.

Update on Carry-Over Funding Application: Lauren Starke spoke about how we have been unable to purchase a van that would meet the program's needs out of the 2021-2022 grant funding prior to the end of the fiscal grant year. The program applied for \$55,000 carry over funding so that the search can continue and the purchase can occur when a vehicle becomes available. The program is awaiting approval on the carry-over application.

New Business:

Meeting Dates/Times/Committee Elections: Meetings are held on the last Tuesday of each month. The meeting timeline was provided in the updated training binders. Policy Council officer and committee elections will take place during the November meeting.

Approval of Head Start (HS) Philosophy

The HS Philosophy was provided to members in their training binders. **Laura Morehead moved to approve the HS Philosophy. Shayna Hudson seconded the motion. Motion carried by roll call vote.**

Approval of the By-Laws

All members received a copy of the Policy Council By-Laws in their training binders. These were explained to members. **Shayna Hudson moved to approve the By-Laws. Mary Brumage seconded the motion. Motion carried by roll call vote.**

Review of Governance Written Plans All members received a copy of the Program Governance policies located in their training binders. This is additional information for members to read though to better understand your role as a Policy Council Member

Continuation Grant (Due in December) Krystie Hohnstein discussed that the grant is submitted every year in December and approval is needed for this in November. There is no meeting in December. The program does not expect any major service changes other than the EHS reduction as listed above with conversion of 20 Home Base slots to 8 EHS Center Base slots.

Five Year Program Goals were provided to members in their training binders in Tab 7. *An error in copying was noticed and will be updated and represented next month.* Members were asked to look through this tab more in depth on their own time and to ask questions with grant approval next month during the November meeting.

Employment Openings:

Agency-wide employment openings are found on the ESU13 website (www.esu13.org) under *Employment Openings*. Prospective Employees can also apply directly on this site. This was shown to members.

New Staff Hires There were no New Staff Hires this month. The role of Policy Council members in approving new staff hires was explained to new members.

Forms Training (In-Kind, mileage w/ W-9, Center Reports) Members received samples of important forms that will be completed as a Policy Council member. Members are asked to work with their teachers for Center Reports each month to present ongoing activities during the Policy Council meetings.

Training Evaluation (Signed by Reps.) Members were asked to complete a training evaluation and turn in to Kerry or Krystie at the November training.

Center Reports: Meeting was running late so Center Reports were not presented but were turned in. Reports received included: ELC Preschool, Home Base, Gering-Lincoln, and ELC Combo 2

Meeting adjourned at 8:45p.m.