

Policy Council Meeting
2-23-21
Submitted by: Kerry Mehling

Members Present: Kelsey Duffield, Laura Morehead, Kathrine Macintosh, Jeanette Lara, Veronica Torres, Lydia Scott, Chelsea Vogelgesang, Nellie DeLosSantos, Andrea Rodriguez, Shantell Trevino, Kaci Fowlkes, Heather Lambert

Board Members Present: Ray Richards, Diane Coon

Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert

Policy Council Meeting called to order by Kelsey at 6:10pm. New member introductions were made. Members reviewed the minutes from the January meeting. **Kathrine moved to approve the January minutes. Lydia seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received a copy of the Director's report. Donna Jenne discussed the report. There are still openings in the Home Base program and struggles to fill these slots due to COVID-19 concerns remain. There is also 1 EHS center base opening that will be filled this week. Family Advocates are reviewing nutrition analysis with families and completing returning applications on their 2nd Home Visits. Dental exams and physical exams/well-child checks are a health requirement that are low in completion and family advocates continue to work with families on meeting these requirements and educating parents about the importance of annual check-ups. Dental screenings have taken place with PPHD conducting those in the centers. They were not completed in the fall due to COVID-19. 2nd HV are also taking place with teachers and two bus evacuations have been completed.

The program is still awaiting final notification on the submission of the continuation grant. Notification may not come until March/April.

Transition efforts are in progress at centers for children who are moving on from EHS to HS or from HS to Kindergarten. Collaboration with public schools to share important information is occurring to ensure a smooth transition for children and families for next school year.

Finance Report:

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, presented the reports. Pam lead a discussion about changes in coding that have taken place due to requirements for reports ESU 13 submits to NDE. She mentioned several line items have been combined or adjusted since reporting took place in December to January. She also noted that certain line items, such as rent and utilities, may be over or under budget because the budget was established based on costs at Central, FDC and Westway before the move to ELC. In addition, she explained that a dormant insurance clause in the CDC lease was activated, resulting in a large catch-up payment in January. Going forward, the rent will increase approximately \$600 per month, to reflect the insurance cost. These additional expenses may be offset by adjustments to the sub-lease that ESU13 Head Start holds with CAPWN for the building since their rent payment is based on total building expense. Additional discussion centered on council member questions.

The administration percentage is back to being under the required maximum of 15%. The Non-federal share match amounts that the program has received have been impacted by COVID-19 because volunteers are not allowed in the centers as we have done in the past. The public school partnerships are beginning to turn in their

non-federal share amounts and this has made a huge difference in the administrative percentage getting back under the required maximum allowed. Pam reminded members that the program must receive \$790,000 non-federal share annually to meet the required 20% match in the grant.

An additional report for the CARES ACT Funding in response to COVID-19 was included. The program had originally budgeted to use a portion of these funds to upgrade staff computers but then ended up using program operation funds instead. Other purchases reflecting from CARES ACT funding include installation of hands free sinks at centers and the installation of a washer and dryer at Bridgeport. Some COVID funds will be left over and the program will be requesting to carry those funds over to continue the support of additional staffing and supplies that will be needed through the spring months after the budget period ends March 31.

Pam reviewed the credit card expenditure report. She pointed out that families are receiving toothbrushes and toothpaste at home, because we cannot brush teeth in the center. This is one way that the program can continue to support dental health routines for children. Finally, Kerry reviewed the USDA report of reimbursement for meals served. Members received a copy of the current January reimbursement report and the months of November and December 2020 where an error was detected during the previous meeting and corrected. **Jeanette moved to approve the finance report, including the CACFP corrections for November and December. Shantell seconded the motion. Motion carried by roll call vote.**

Board Report:

Donna discussed the board report from the last meeting. A special grant was received to support ESU13 in the purchase of EpiPens for the new Sidney office and some free EpiPens were received through an additional grant as well. Strategic Goal 4 was discussed to support school districts with the implementation of a multi-tiered system of support. Donna presented Head Start ERSEA Training. Written plans for Head Start were also approved including ERSEA, communication/record-keeping, planning/monitoring. The final audit report was reviewed with no deficiencies or noncompliance areas noted. The board approved new hire contracts and employee resignations as well as the ESU 13 calendar for the 2021-2022 school year.

Old Business:

Approval of USDA Report for November-December 2020 (Error Corrected). This was presented and approved along with the fiscal reports and the January USDA report.

New Business:

Fiscal Written Plans:

Members received a copy of the overarching policy for fiscal management and systems in the program. Pam shared the Table of Contents from the Fiscal Procedures Manual. This presentation gave members an idea of all of the topics that are covered in the manual that support how the program maintains the fiscal record keeping systems within the agency and through shared governance with the Policy Council and the Board of Education. Pam mentioned the Head Start Act, the Head Start Program Performance Standards and 45 CFR Part 75 that guide the program in providing minimum requirements for service provision. Pam highlighted the regulations outlining the administrative cost limit, waivers, purchasing, competition, procurement procedures, cost sharing and matching, and practice of ethical behavior. These all serve as resources to facilitate the development of agency policies and procedures. **Chelsea moved to approve the Fiscal Written Plans. Laura seconded the motion. Motion approved by roll call vote.**

End of 2020-2021 Grant Year Purchases:

Projections for the end of the grant year show that there will be some money left in abundance to assist the program in some larger project needs. Donna reviewed the list of ideas that the program has to meet those needs and utilize the additional funds. These include: Inspection of all vehicles for tires and maintenance needs; ELC will be getting new playground resurfacing, sandboxes with covers, and there is playground equipment in the warehouse that will be installed; purchase and installation of an under counter commercial dishwasher at ELC; and a carport will be installed at ELC as well to protect agency vehicles. In Bridgeport, installation of hands free sinks; washer and dryer, playground resurfacing and fence repair, and a carport on playground for shade will be added. There are also possibilities that the program will support some updates to the playground at Northfield, which would include surfacing and repair of slide and steps on playground equipment. Finally, at CDC, windows may need replaced. Currently maintenance is talking with college officials about the lease to decide who is responsible for this purchase/repair. If there are additional funds, partnerships will possibly be able to submit a wish list for support that they may need at their sites. **Veronica moved to approve the proposals for end of grant year purchases. Lydia seconded the motion. Motion approved by roll call vote.**

2021-2022 Continuation Grant Update: no updates to report.

Results of the 1st Staff/Parent Self-Assessment Survey:

Kerry reviewed the self-assessment process that includes conducting a survey with both staff and parents three times per year. Members received a copy of the survey questions and responses that focused on parent understanding of the program and expectations and satisfaction with communication with staff members. The staff survey focused on team function and needs within the program. Highlight of the surveys were reviewed and Kerry explained how the results are used in furthering program planning and improvement. A 2nd survey has recently been completed and the results will be shared with Policy Council at a future date.

Love and Logic Online Parenting Class:

Kerry informed members that the program is supplementing paid access to the online Love and Logic course for parents who have children enrolled and explained how to get registered. This is a supplemental expense due to COVID-19 and continuing restrictions to meet in groups while still allowing parents the opportunity to participate in parent education.

Employment Openings were passed around for members to review. Openings included:

Early Childhood Certified Teacher 2021-2022 - Head Start/Early Head Start

Floater/Assistant Teachers – Head Start/Early Head Start

School Psychologist 20-21 & 21-22 school years. Behavior-Mental Health Department

Behavior Tech – Day Treatment School – Behavior-Mental Health Department

Special Education Classroom Teacher 20-21 school year – Day Treatment/School - Special Education Department

Special Education Classroom Teacher 20-21 school year – Meridian/LifeLink - Special Education Department

Speech/Language Pathologist 2021-2022 – Special Education Department

Substitute Head Start Assistant Teacher – Head Start/Early Head Start

Substitute Para Educators – Meridian School – Special Education Department

Substitute Teachers – Meridian/Lifelink Schools – Special Education Department

Substitute Job Coaches – Valts & Lifelink Schools – Special Education Department

Substitute VALTS Facilitator Sidney – Special Education Department

Job descriptions including credential requirements can be found at www.esu13.org (Employment Opportunities).

New Hires:

None this month for approval.

Center Reports:

Center reports were turned in and included reports from: Northfield North & South, ELC Combo 2, Scottsbluff Bear Cub/Stadium and Roosevelt, CDC 104, ELC Preschool, Mitchell Tiger Cub Preschool, Bayard Tiger Cub Preschool, CDC 102 & 103, and Home Base.

Meeting adjourned at 8pm.