

Policy Council Meeting  
11-29-22

Submitted by: Kerry Mehling and Kathrine MacIntosh

**Members Present:** Hannah Gadbow, Beverly Guerrero, Tiah Alvizar, Andrea Phelps, Tess Martin, Kathrine MacIntosh

**Staff Present:** Kerry Mehling, Krystie Hohnstein, Lauren Starke

**Board Members Present:** Diane Coon

Policy Council Meeting called to order by Kerry Mehling, at 6:24p.m. New member introductions were made. Members reviewed the minutes from the October meeting. **Kathrine MacIntosh moved to approve the October minutes. Tiah Alvizar seconded the motion. Motion carried by roll call vote.**

**Director's Report:**

All members received copy of the Director's report. Krystie Hohnstein discussed the report and continued training with members on the program requirements and reporting.

The enrollment slots that are open currently are the home base slots that will not be filled due to the program's request for the EHS slot reduction. Attendance has been a little lower due to illnesses. Developmental screenings are ongoing with new enrollments being added. Kerry Mehling discussed the family advocate role and explained that some expectations are not completed yet as a result of one family advocate out on medical leave (Gering) and one open position (Bayard/Bridgeport). Some coverage is being provided by other staff members as they are able. Suggestions were made by members about additional recruitment contacts that may be beneficial to the program (Monument Bible Church and Scottsbluff County Scanner). Discussion followed about in-kind expectations for program match, along with review of individual sites and amounts collected to date for each.

**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 compared expenses from September to October, reviewed T/TA expenses, credit card, COVID funding, and USDA report for October. **Andrea Phelps moved to approve the finance report. Hannah Gadbow seconded the motion. Motion carried by roll call vote.**

**Board Report:**

Krystie presented the same program governance training to the Board of Education as was presented to Policy Council in October. Cyber Security for the agency is being explored. The Head Start continuation grant was approved for submission.

**Old Business:**

**Update on EHS Reduction Application:** The Region 7 specialists asked a few questions about the application and stated that we should be hearing an outcome of the application soon.

**Update on Carryover Funding Application:** The program received approval on the carry-over application, therefore has resumed exploration and collecting bids for purchase of a van.

**New Business:**

**Program Governance Written Plans PG01-PG20:** Members reviewed the Program Governance written plans after receiving a copy in their Program Governance Training Binder in October (Tab 1). They were asked to review the policies prior to the November meeting. There were no major changes to these written plans. Ongoing training continued with a presentation to highlight the most pertinent information in the plans.

**Office of Head Start (OHS)/Region 7 Discussion:** Members received an Organizational Chart visualizing the chain of command in the ESU13 Head Start Program and oversight from the Region 7 Office and the Office of Head Start. Head Start has several regions in the United States. Kansas, Nebraska, Missouri, and Iowa are in Region 7. Program leaders engage in a monthly call with Region 7 specialists to provide information about the program, ask any questions, and to obtain guidance as needed. The Office of Head Start provides the grant funding and updates to the regulations and standards programs must follow.

**Election of Officers:** This was tabled until the January meeting as there were several members missing.

**HS/EHS 2021-2022 Continuation Grant Approval:** Krystie Hohnstein discussed what the upcoming continuation grant will encompass. The grant amount is \$3,445,511.00 for the HS/EHS Program. The grant must be submitted by December 31<sup>st</sup>, 2022.

Krystie gave an overview of the grant with few proposed service changes. The program plans to serve a total of 286 children with 7 public school partnerships in Bayard, Gering, Minatare, Mitchell, Morrill, and Scottsbluff and Sidney. A total of 202 slots will be preschool, with 148 of those slots in the public school partnerships. The additional 84 slots are designated to EHS. \*\*\*The program has applied for a reduction of 12 slots in the EHS Program, which would eliminate the Home Base Program and add 8 infant/toddler center base slots in the Bridgeport community. If this is approved, the grant would serve 72 EHS slots.\*\*\*

Program goals for the next 5 years were included in the discussion. Annual community assessment surveys, parent surveys, staff surveys, and the self-assessment process have helped to guide the process for the continuation grant and service delivery for 2023-2024. **Tiah Alvizar moved to approve the 2023-24 Continuation Grant submission. Hannah Gadow seconded the motion. Motion approved by roll call vote.**

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

**New Hires:**

Chayna Maldonado – CDC Floater – Full-time/full year position

Aleeanna DeCosta – ELC Floater – Full-time/full year position

Debra Doyle – Head Cook ELC – Full-time/full year position

**Kathrine MacIntosh moved to approve the New Staff Hire. Andrea Phelps seconded the motion. Motion approved by roll call vote.**

**Center Reports:** Center reports were presented from: Home Base

Meeting adjourned at 8:05p.m.