

**Policy Council  
OFFICIAL MINUTES**

Tuesday-----January 15, 2019-----Mitchell

**Council Members Present:**

Rachel Vander Ley, Chairperson  
\*Non-Voting

Sherri Mayes  
Kari Rettig

**Guests/Staff Present:**

Dr. Tamra Hummel (PD&M) Director  
Courtney Brink – (PF&CE) Area Manager

Kyle Tjeerdsma (Fiscal Administrator)  
Kattie McHugh

**PROPOSED ACTIONS NEEDED**

**1. Call the meeting to order and introductions**

The meeting was called to order at 7:21 pm by Rachel Vander Ley.

**2. Introductions of guests/staff and seating of members (as needed)**

Guests: Courtney Brink, Area Manager Mitchell & Kattie McHugh, current parent.

**3. Additions/deletions/changes to proposed agenda or minutes. No changes.**

**4. Motion to approve the **January 15, 2019** meeting agenda.**

Motion: Kari Rettig

Second: Sherri Mayes

Motion carried

**5. Motion to approve the minutes of the **November 13, 2018 & December 11, 2018** meeting.**

Motion: Kari Rettig

Second: Sherri Mayes

Motion carried

**6. Announcements/correspondence (National & Regional H.S. Communications) presented as part of the meeting packet or mailed inclusive of:**

- a. Grant Approval Letter
- b. Monitoring reports
- c. Funding Guidance Letter
- d. Duration Notification
- e. Cost of Living Adjustment (COLA)

**Consent Calendar**

1. Management Team and Administration Written Reports-posted and presented
2. Agency Work Report/ERSEA - The Agency is at 347 with 5 drops within the past 30 days. We need to be sure to fill any drops ASAP.
3. Program Information Report (PIR)
4. Policy Council/Parent Meeting Reports:
  - Elder HB – Sherri Mayes reported that there were five families at PALS, they had supper, read two books and decorated gingerbread men. Sherri said everyone had a blast.
  - Yankton CT & HB: Kattie reported the Elks Club had their annual Christmas party in Yankton. Santa was there and took pictures with the kids and the kids also received presents.
5. Region 8 HS Association State/National Board Report: Rachel reported that Region 8 will co-host a dinner for Senators in Washington and SD has contributed \$500.00 to that.
6. Policy Council Treasurer's Report:

Motion to adopt the consent calendar.

Motion: Sherri Mayes

Second: Kari Rettig

Motion carried

### **Policies and Procedures**

The following Polices included in the packet, posted and presented at the January meeting were reviewed:

1. Incentive Plan
  2. Regular Volunteer Placement Protocol
  3. Weather & Safety Procedure
  4. Fundraising Policy
  5. PC By-laws
  6. Electronic sign/stamp
  7. Travel Advance under \$100.00
  8. Retirement enrollment date change – inform only
- Motion to approve items 1-4 above and tabling 5 until February.

Motion: Kari Rettig

Second: Sherri Mayes

Motion carried

### **Fiscal**

#### ***1. Fiscal Reports***

- a. Head Start PA 22 & 20 2018 – monthly budget reports
- b. Head Start In-kind – 2018 PA 22-20 & total units
- c. HS (Child & Nutrition Services)
- d. VISA Credit Card use report

Following the presentation and review of the monthly fiscal reports by the Fiscal Administrator, a motion was made to approve the November fiscal reports as prepared by Bures & Associates P.C. to include the 2018 Head Start PA 22 & 22, In-Kind, Child and Adult Care Food Program (Head Start meals served and, and reimbursements received), agency credit card use, money market and accounts payable.

Motion to approve items a-d above.

Motion: Kari Rettig

Second: Sherri Mayes

Motion carried

#### ***2. PA 22 & 20 Budget Projections through 12/31/18***

The Fiscal Manager presented expenditure projections for the 2018 PA 22 & 20 budgets.

#### ***3. Status update on Daycare Closeout***

The Fiscal Administrator advised the Policy Council that the state has issued a contract that is under review by the Fiscal Office and when completed it will be returned back to the state.

#### ***4. Status Update on the Bus Purchase***

The Fiscal Administrator advised the Policy Council that the agency received approval to purchase the bus on December 20, 2018. The bus has been ordered and expected to arrive the first week in March.

#### ***5. CACFP update***

The Fiscal Administrator informed the Policy Council that all of the outstanding meal contracts had been returned to the agency and submitted to CACFP.

6. *Safety Deposit Box*  
The Fiscal Administrator advised the Policy Council that the Safety Deposit Box was up for renewal, and recommended that the agency discontinue the service. After discussion the Policy Council differed action to the Governing Board.
7. *Hearing Machine Update*  
Last month it was reported that the Agency was proposing to purchase one hearing machine. At the Governing Board meeting they approved the purchase of three machines. Additionally, South Central Co-op reported that they have one hearing machine that we can borrow.
8. *ChildPlus Contract*  
The Fiscal Administrator informed the Council that the Board approved signing a consulting contract with ChildPlus.

### **Old Business**

1. *Personnel*  
*Disabilities Tutor/Bus Monitor – Chamberlain*  
PC was updated on the posting and filling of the Chamberlain Center position.
  2. *Locally Designed Options Waiver (LDO)*  
The Executive Director shared that Dolly Hull verbally confirmed that the waiver had been approved, but the Agency has not received any formal written response about this.
  3. *Duration Update*  
It was reported that on January 11<sup>th</sup> the Executive Director received correspondence from Dolly Hull, which was included as part of the packet, and that the recommended changes would be submitted back within the week.
  4. *Goals Update/On-going Monitoring*  
PC was updated on goal progress.
  5. *Self-Assessment Process and Plan*  
Discussion was held on scheduling the self-assessment process in February.
  6. *Mid-year Networking w/Executive Director Comments*  
PC further reviewed the mid-year staff networking summaries and Executive Director comments that were sent out to all staff. Discussion of the summaries and responses followed with no formal action taken.
  7. *Policy Council Fundraising Update*  
The Policy Council reported that a fundraiser was held on November 19<sup>th</sup> at Pizza Ranch in Yankton.
  8. *Employee Assistance Program (EAP)*  
Motion was made to approve the EAP contract at an hourly rate of \$90.00 for the period of January 1, 2019 – December 31, 2019.  
Motion: Sherri Mayes  
Second: Kari Rettig
- Motion carried

9. *Election of Friend of PC/Voting rep of SDHSA*  
The following nominations for the **Friend of Head Start Representative** to sit on the Policy (non-voting) and the S. Dak. Head Start Association Board (voting) effective January 2019. There were no nominations.
10. *Community/Volunteer Recognition Conference*  
The Conference themes from the past 10 years were emailed to Policy Council members in December. After discussion of the menu the Policy Council members present chose Lemon Chicken, California Vegetables, Garlic Mashed Potatoes and a Garden Salad.

## New Business

### 1. *Personnel*

#### a. Teacher Assistant/Bus Monitor Yankton

The interview committee held interviews on December 31, 2018 at the United Way Office in Yankton.

The interview committee's recommendation was to hire Ashleigh Mendoza for the Teacher Assistant/Bus Monitor position pending Governing Board approval. Ashleigh is currently the Kitchen/Meal Asst./Bus Monitor at the Yankton Center.

Motion: Sherri Mayes

Second: Kari Rettig

Motion carried

#### b. *Kitchen/Meal Asst./Bus Monitor – Yankton*

Interview committee held an interview again at the Yankton Head Start Center:

It was the interview committee's recommendation to hire Rebecca Reecy as the Kitchen/Meal Asst./Bus Monitor pending Governing Board approval and completion of all required favorable background screenings.

Motion: Sherri Mayes

Second: Kari Rettig

Motion carried

### 2. *Tech Solutions renewal*

Motion was made to renew the Tech Solutions contract at a monthly rate of \$618.00 for the period of December 12, 2018 – December 11, 2019.

Motion: Sheri Mayes

Second: Kari Rettig

Motion carried

### 3. *Agency Health Insurance*

PC was informed that the Fiscal Administrator had sent out surveys to staff to vote for the insurance company they wished to go with for the 2019-2020 year.

### 4. *Safe Schools Online Training Courses*

The Executive Director informed the board of some new training options that would be available for staff for the following year offered through a partnership with SASD.

### 5. *On-going Training*

- 3<sup>rd</sup> party verification

(2) Each eligibility determination record must include:

- (i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;
- (ii) A statement that program staff has made reasonable efforts to verify information by:
  - (A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,
  - (B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family’s written consent to contact each third party, the third parties’ names, titles, and affiliations, and information from third parties regarding the family’s eligibility.

Comment: We received some comments about verification standards for public assistance described in paragraph (i). Some commenters supported the standards, noting they would ensure uniform practices across programs. Others opposed them or expressed concerns, with some stating they would be costly, and would delay enrollment. Commenters requested additional clarification for standards in this paragraph, including what was meant by “all” tax forms.

Response: We agree that the verification standards for public assistance will ensure uniform practices across programs and believe this is important to program integrity even if it may cause some delays, so we have not changed this language. We added language to the standard in paragraph (i)(1)(i) to include proof of income from individuals who are self-employed. This is meant to clarify that income sources from informal work, such as day laborers, should be included for income eligibility. Additionally we removed “all” before tax forms. We realize that programs want to be conscientious about proper eligibility verification so we will continue to provide guidance and support about the implementation of these standards as requested.

**7. Adjournment @ 8:41 pm**

Motion: Sherri Mayes

Second: Kari Rettig

Motion carried

**Submitted by:**

\_\_\_\_\_  
**Chairperson**

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**Secretary**

\_\_\_\_\_  
**Date:**