

**Policy Council
OFFICIAL MINUTES**

Tuesday-----February 19, 2019-----Wagner

Council Members Present:

Rachel Vander Ley, Chairperson
Krista Vogt
Danielle Carbajal
*Non-Voting

Michelle Gurney
James Sargent
Missy Gabriel Chile

Guests/Staff Present:

Dr. Tamra Hummel (PD&M) Director
Sandy Tuschen – (PF&CE) Area Manager

Kyle Tjeerdsma (Fiscal Administrator)
Julie Nohr – (PF&CE) Area Manager

PROPOSED ACTIONS NEEDED

The meeting was held by Zoom conferencing due to weather and attendance conflicts. There was a meeting held at 6:30 discussing the Community/Volunteer Conference in April with Sandy Tuschen and Julie Nohr.

1. The meeting was called to order at 6:48 pm by Rachel Vander Ley.
2. Introductions of guests/staff and seating of members (as needed) – **none**
3. Additions/deletions/changes to proposed agenda or minutes. There were none.
4. Motion to approve the **February 19, 2019** meeting agenda.

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

5. Motion to approve the minutes of the **January 15, 2019** meeting.

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

6. Announcements/correspondence (National & Regional H.S. Communications) presented as part of the meeting packet or mailed inclusive of:
None

Consent Calendar

1. Management Team and Administration Written Reports presented and included as part of the packet.
2. Agency Work Report/ERSEA
3. Program Information Report (PIR)
4. Policy Council/Parent Meeting Reports – no reports
5. Region 8 HS Association Board Report – there will be a meeting on March 3 & 4 in Denver
6. Policy Council Treasurer’s Report
7. Other

Motion to adopt the consent calendar.

Motion: Krista Vogt

Second: Michelle Gurney

Motion carried

Policies and Procedures

1. PC By-laws – Presented and included as part of the packet.
2. 2019-20 Enrollment Priority Schedule
3. Eligibility
4. Selection Process and Criteria
5. Volunteer Protocol
6. Weather & Safety Leave Policy

Motion to approve items 1-6 above

Motion: Krista Vogt

Second: James Sargent

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

Motion to approve items a-d above.

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

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

3. Status update on Daycare Closeout

4. Cost of Living Adjustment (COLA)

The notice of available C.O.L.A. funding for 2019 issued by the Regional Office was presented for consideration.

Motion: James Sargent

Second: Michelle Gurney

Motion carried

5. CACFP Audit

The Fiscal Administrator informed the Policy Council that the CACFP Audit was held at the Central Office on January 29th. The Agency can expect the results from the audit at the end of March or the beginning of April.

6. Proposed Agency Vehicle Purchase

The Fiscal Administrator presented for the Policy Council's consideration, a request to purchase a 2014 Ford Interceptor.

Motion: James Sargent

Second: Krista Vogt

Motion carried

7. *Safety Deposit Box*

The Fiscal Administrator informed Policy council of the decision to renew the yearly rental on the Safety Deposit Box at Commercial State Bank.

Old Business

1. *Personnel*

a. *Disabilities Tutor/Bus Monitor*

The interview committee's recommendation to hire Carly Iversen for the Disabilities Tutor/Bus Monitor position.

Motion: James Sargent

Second: Krista Vogt

2. *Duration Update*

Copies of the application for duration including the narrative and budget was presented and included as part of the meeting packet. Motion to approve the submission of the application for Duration funding.

Motion: James Sargent

Second: Michelle Gurney

Motion carried

3. *Goals Update/On-going Monitoring*

The Policy Council was updated on the grant committee progress. They were informed that the branding committee, the social media committee and the website enhance committee had been meeting.

4. *Self-Assessment Process and Plan*

The date for the self-assessment has been moved to February 27th. The Policy Council was presented for consideration a revised self-assessment process. Motion to approve the new process for self-assessment as provided in the meeting packet.

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

5. *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 March 2019.

Nominations for:

Linda Foos

Kattie McHugh

Motion that nominations cease and to accept nomination.

Motion: Michelle Gurney

Second: Danielle Carbajal

Motion carried

Linda Foos - Friend of Head Start Representative on SDHSA – voting

Kattie McHugh – Friend of PC – non-voting member of PC

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

6. *Community/Volunteer Recognition Conference*

Policy Council was updated on the Volunteer Conference.

7. *Safe Schools Online Training Courses*

The Policy Council was presented with a contract for online training courses with Safe Schools for a one-year term. Motion to approve.

Motion: Danielle Carbajal

Second: Michelle Gurney

Motion carried

8. *Policy Council Fundraiser Update*

The results of the January 28th fundraiser held at Pizza Ranch in Yankton was shared with the Council.

9. *Agency Health Insurance*

The Policy Council was informed that the Agency will be changing from WellMark to Avera Health Insurance effective March 1, 2019.

New Business

1. *Personnel*

2. *Active Panels*

3. *Community Assessment and Recruitment*

The Director presented information for an upcoming approval for a request for a working agreement with District III Planning and Development to update the current community assessment, and to produce some maps of service areas and other information needed for recruitment and service areas.

4. *Parent Survey*

PC was given the parent survey for review and feedback as part of the packet. A motion was made to approve the survey.

Motion: Danielle Carbajal

Second: Michelle Gurney

Motion carried

5. *Proposed Agency Logo revisions*

The Council was informed that the Branding Committee has been discussing adding the words Head Start Preschool to the logo. A draft will be presented next month.

6. *Society for Human Resource Management Membership (SHRM)*

The Fiscal Administrator presented SHRM membership for the Policy Council's Consideration.

Motion: Michelle Gurney

Second: James Sargent

Motion carried

7. *Video-Conferencing*

The Executive Director advised the Council that the Agency would begin to offer video conferencing for members who are unable to attend the meeting in person

8. *On-going Training*

Selection Criteria Fast Facts:

- Homeless children can automatically be enrolled in Head Start.
- Foster children can automatically be enrolled in Head Start.
- No more than 10% of all the children in Head Start can be over income.
- We are required to have at least 10% of our overall enrollment be children with disabilities.

9. Adjournment @ 8:27 pm

Motion: Danielle Carbajal

Second: James Sargent

Motion carried

Next Meeting: March 19, 2019 @ 7:00 pm in Mitchell at Pizza Ranch

Handouts presented:

- Dr. Tamra Hummel's January 2019 Work Report
- COLA Paperwork