

**Policy Council
OFFICIAL MINUTES**

Tuesday-----October 16, 2018-----Wagner

Council Members Present:

Rachel Vander Ley, Chairperson
Kattie McHugh
Kari Rettig
James Sargent
*Non-Voting

Krista Vogt
Michelle Gurney
Sherri Mayes

Guests/Staff Present:

Dr. Tamra Hummel (PD&M) Director

Kyle Tjeerdsma (Fiscal Administrator)

1. Call the meeting to order and introductions:

- a. The meeting was called to order at 8:02 pm by Rachel Vander Ley.
- b. Motion to accept Michelle Gurney’s resignation as a Friend Rep. of Policy Council.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

- c. Motion to seat all new 2018-19 Policy Council members.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

2. Motion to approve the **Oct. 16, 2018 meeting agenda.**

Motion: Kattie McHugh

Second: Michelle Gurney

Motion carried

3. Motion to approve the minutes of the **September 11, 2018 meeting.**

Motion: Krista Vogt

Second: Kattie McHugh

Motion carried

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

- Pre Closeout Letter from HSES
- SD Head Start Data 2017

Consent Calendar

- Management Team Written Reports
- Agency Work Report/ERSEA
- Governing Board Agenda
- Program Information Report (PIR)
- Policy Council/Parent Meeting Reports
Mitchell unit – Night at library with story and scavenger hunt, crafts, receive a library card and a free item at Dairy Queen
Yankton unit – USD coming and providing nurturing lessons and safety lessons.

Concerns:

- Times of PALS – no survey handed out to parents, need to give surveys out and vary the times it is held so parents can attend.

- Hygiene and toothbrushing

- Policy Council Treasurer's Report
- Region 8 H.S. Association Report
- Other

1. Motion to adopt the consent calendar.

Motion: Michelle Gurney

Second: Kari Rettig

Motion carried

Fiscal

1. Fiscal Reports

- a. Head Start PA 22 & 20 2018 – monthly budget reports and admin expenses
- 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: Kattie McHugh

Second: Kari Rettig

Motion carried

2. Day Care Program closeout – *update*

Still working on closing out daycare account. Unresolved at this time.

3. PA 22 & 20 Budget Projections through 12/31/18 – report and discussion Presented and including in correspondence.

4. Program Vehicle's Surplus - Update

Two bids received for the Dodge Stratus and Chevy Impala. A motion was made to accept the bids as presented.

Motion: Michelle Gurney

Second: Kattie McHugh

Motion carried

5. SCCD, Inc. Network Server – Update

A quote was reviewed from Tech Solutions to convert our server to a Cloud Workspace for the office staff. The increase to current contract amount was attributed to email back-up and Microsoft Office for the new workstations.

6. ChildPlus renewal from 10-31-18 thru 10-31-19 in the amount of \$3080.25.

Motion: Kattie McHugh

Second: Krista Vogt

Motion carried

7. Proposed new bus quotes

The Fiscal Administrator presented to the Council quotes for a new bus from Foreman Sales and Harlow's. Motion to purchase a 2018 Collins bus from Foremen, with no lift, in the amount of \$52,100. It was discussed that since SCCD currently own a bus with a chair lift, we could swap busses (if needed) to accommodate children who may need a chair lift.

Motion: Michelle Gurney

Second: Kattie McHugh

Motion carried

8. Transfer of money from other line items to equipment

In order to purchase a new bus the Fiscal Administrator asked to move money out of other line items to the equipment line item.

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

Old Business

1. Personnel

- a) PC and Board were informed that the Chamberlain Center Disabilities Tutor/Bus Monitor position has remained open. There was one applicant that accepted, but ended up taking a different job before starting.
- b) The part-time Teachers Assistant/Bus Monitor position in Bridgewater is still open.

2. Locally Designed Options Waiver (LDO) - status of request

It was reported that the LDO (Locally Designed Option) was returned to the agency on 10/02/2018.

3. Duration – update

Members were updated that the intent to apply for duration was submitted to HSES. It was noted that there were several issues with the format that was required, but everything was submitted on time.

4. Paper Reduction

The Executive Director asked members to share any comments, questions or concerns they have regarding paper reduction and new processes.
This was tabled until the November meeting.

5. Policy Council Checking Account and Fundraising – discussion and update

Kattie will let us know the dates for a fundraising to be held in Yankton at Pizza Ranch November 5th or 12th. The Policy Council will receive 10% plus tips. The checking account balance is \$69.97.

New Business

1. Personnel

- a. 90 day new hire evaluation/removal

- Saddi Wynia

Motion to approve the removal of the 90 day evaluation period for Saddle Wynia, FSW with a duty station of Wagner effective 10-16-18.

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

2. Election of Officers - Representatives

- A) Nominations for **Chairperson** (also a voting member of the Governing Board of Directors and the S.D. Head Start Association Board) with signature authority on the Policy Council checking account.

Nominations for:

Rachel Vander Ley

Motion that nominations cease and that a unanimous ballot be cast for Rachel Vander Ley.

Motion: Sherri Mayes

Second: Michelle Gurney

Motion carried

Election results: Rachel Vander Ley, Chairperson

- B) Nominations for **Vice-Chairperson** (may also serve on the Governing Board if the Chairperson cannot serve) with signature authority on the Policy Council checking account.

Nominations for:

Kari Rettig

Motion that nominations cease and that a unanimous ballot be cast for Kari Rettig.

Motion: Krista Vogt

Second: Michelle Gurney

Motion carried

Election results: Kari Rettig, Vice-Chairperson

- C) Nominations for **Secretary/Treasurer** with signature authority on the Policy Council checking account:
Nominations for:

Sherri Mayes

Motion that nominations cease and a unanimous ballot be cast for Sherri Mayes.

Motion: Michelle Gurney

Second: Kari Rettig

Motion carried

Election results: Sherri Mayes, Secretary/Treasurer

- D) Nominations for (2nd) **Governing Board Parent Representative** (must be a parent of an enrolled child for the 2018-19 program year).
Nominations for:

Michelle Gurney

Motion that nominations cease and that a unanimous ballot be cast for Michelle Gurney.

Motion: Sherri Mayes

Second: Krista Vogt

Motion carried

Election results: Michelle Gurney, Governing Board Parent Representative

THE REMAINDER OF THE MOTIONS WERE TABLED UNTIL THE NOVEMBER MEETING

- E) Nominations for **Career Development Committee Representative and Alternate Representatives**

- F) Nominations for **S.D. Head Start Association Alternate Representative**

- G) 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 2018 was made with final election to be held at the **December** meeting.

- 3.** Policy Council Checking Signature authority – *discussion and motion needed*

- 4.** Grant Goals Input and Recommendations –*discussion*

The goals as submitted with the grant application was provided to the members. Goals were also reported to be on the agency website. Members were asked to share any questions or comments related to the goals.

5. Policy & Procedure Suggested Changes – *discussion and motion needed*

Five policies were presented for review by the Policy Council with discussion and motions as follows:

Staff Attendance Policy
Child Care Policy
Standards of Conduct
CDA Incentive Policy
In-kind Policy

6. Self-Assessment Process – *update, no motion necessary*

According to some surveys, and also some qualitative feedback, the Executive Director let the members know that consideration for changes to the self-assessment process is being sought from all stakeholders, and that she would be looking into this process for other agencies.

7. Manager’s attendance at meetings – *discussion, no motion necessary*

Managers had requested not to attend the Policy Council and Board Meetings. It was reported that this was taken to the Governing Board in September for feedback and PC feedback was also needed.

8. Professional Development Training - *discussion*

Enrollment: Enrollment is a tricky area. We had a lot of children and parents who were signed up to start with us, but ended up not doing so for many reasons. First we must get an application from the family and they must provide income verification. That isn’t always an easy task. After that, if they have been confirmed to be income eligible, staff needs to again reach out to the family to fill out an enrollment packet. They are considered enrolled once they have shown up to a center or site for services or if they are home-based only, received “services” as defined by our agency. Many staff members who have been here for a long time equate that to an official home visit. Other agencies define it differently. Dolly Hull has recommended that we look at our procedures and definitions related to this to be sure everyone is on the same page. We will be doing that in the near future.

Duration: Duration means that to be in compliance with Head Start laws, the agency needs to provide more time educating children. Currently, all but one of our centers has children in attendance for 3.5 hours a day. To be in compliance, we are to increase that time to equal 1,020 hours over an 8 month period which is roughly 6.5 hours a day for 4 days a week. Chamberlain is the only center that is at full duration at this time. For this reason, they are allowing agencies to apply for additional funding to support this. We will be looking at Andes Central, Mitchell Center, and Bridgewater.

10. Adjournment @ 9:09 pm

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

Next Meeting: **November 13th @ Pizza Ranch in Mitchell at 7:00 pm**

Submitted by:

Chairperson

Secretary

Date: