

CESA 11 HEAD START POLICY COUNCIL MEETING MINUTES

Date Thursday August 10, 2023
At Turtle Lake CESA #11 and Zoom

Mission: Empower, Support, Educate, and Lead

Vision: *To create a healthy environment that will enable staff, parents, and children to learn and grow in order to make a positive impact within their communities.*

A. CALL TO ORDER:

A. The August 10, 2023 Policy Council meeting was called to order at 1:00 pm by Chairperson Angela Stinski.

B. **ROLL CALL:** Introductions, Status of Quorum - Board of Control and guest introductions.

Guests: Welcome guests and new members from Head Start centers

-Board of Control: Debbie Peterson

- Guests: James Stinski

Roll call taken by Cari Overman

Members

Angela Stinski, Carry-Over - in person- Present
Danielle Zook, Barron - via Zoom- Present
Amanda Ritchie, Colfax - via Zoom- Present
Amanda Moore, New Richmond -Absent
Shannon Mosio, PCELC- via Zoom- Present

Summer Byers, Rice Lake -absent
Cari Overman, Rice Lake - via Zoom- present
Paula Caron, Turtle Lake - in person- present

Staff:

Ashley O'Brien, Director
Melanie McDonough-Robelia, Assistant
Director
Amy Hanson, CESA #11 Director of Finance

Jessica Lanners, Support Staff
Sandy Johnson, Support Staff
Brandon Robinson, CESA #11 Administrator
CESA #11 Board of Control, Debbie Peterson

*parents may be eligible for a babysitting stipend if they are paying someone to watch their child(ren) during the PC meeting. A W-9 form will be mailed out and needs to be completed and returned to process the reimbursement. Guests are reimbursed once unless/until they become the PC Rep for their center.

***Current PC members must notify Sandy via email if they are requesting reimbursement for babysitting.**

APPROVE POLICY COUNCIL MINUTES Approve the [June 15, 2023](#) Policy Council meeting minutes. *A motion was made to approve the June 15, 2023 Policy Council meeting minutes by Amanda Ritchie, seconded by Paula Caron. There was no discussion. Motion approved*

D. AGENDA UPDATE

E. PROGRAM REPORT

1. [HS Financial Report](#) - Amy Hanson, CESA #11 Director of Finance.
 - a. Financial Report- Amy Hanson reported on the balances for the following budgets: T/TA, COVID, Child Care Stabilization, State, and USDA.
 - PCard report May/June/July 2023-shows the entire agency's purchases.
 - Financial Report
 - CACFP report - May/June
 - Enrollment Report- The director reported on the current enrollment totals. As of July 31, 2023 enrollment was 212 for Early Head Start
2. Executive Committee Report
 - a. Executive members reviewed the PC agenda for August 10, 2023- No meeting held. Executive members reviewed the PC agenda for August 10,2023 and approved via email.
 - b. [Policy Council attendance report](#) - The Policy Council and Directors reviewed and discussed the attendance report. Please inform Sandy Johnson if you know you are going to be absent and would like to be excused before the Policy Council meeting occurs, if possible. Policy Council members will vote to excuse or not excuse the absence. One excused absence is allowed per member per year. A warning letter will be sent to the member when they have one absence left before they are terminated. A termination letter will be sent when there are no more absences allowed.
 - c. Excused absences requests: There were no requests for excused absences.
3. Director's Report – Ashley O'Brien, Director, Melanie McDonough-Robelia- Assistant Director
 - a. Updates on centers and collaborations-4k col. The Directors reported the centers are almost fully staffed and are able to open all classrooms at the beginning of the program year.
 - b. Update on enrollment - Reduction request - The Directors reported the Reduction request was approved. Currently Head Start is 84% enrolled, and Early Head Start is 70% enrolled. Currently the Early Head Start slot assignment is 251, with 10 slots which were recently moved from Pepin County to rural Dunn County to provide services to areas that were not being served.
 - c. Grant updates- Needs to be submitted by September 1, 2023
 - d. [OHS: Information Memoranda: ACF-IM-HS-23-03-](#)
 - e. [OHS: Information Memoranda: ACF-IM-HS-23-04-](#) The Directors opened the website to show the Policy Council both OHS: Information Memorandums and discussed any changes
 - f. [Self Assessment 2022-23 Narrative](#)- The Directors reviewed and discussed the Self Assessment and goals.
 - g. Noncompliance Updates- The Directors discussed the Noncompliance Extension, it was approved and the program now has until the end of September to complete the Action Plan. Discussion regarding changes to monitoring and tracking procedures.
4. Program Improvement Discussion
 - a. Old Business

1. Review Policy Council By-laws [By-laws](#). The director and the Policy Council members discussed the following proposed changes to the bylaws: change verbiage on page 7 regarding meeting locations and times, change statements regarding mealtimes to meals are to be served 30 minutes prior to the meeting time. Also under the item D. Responsibilities of the Exec committee. Review proposed monthly Policy Council agenda the items 2 , 3, 4, 5 will be removed. Second reading needing approval. *A Motion to approve the second reading of the By-Laws was made by Paula Caron, seconded by Amanda Ritchie. There was no discussion. Motion approved.*
- b. New Business
 1. Approval of Locally Designed Option: School Age Parent Program
 - a. Program Design: 20 EHS slots (Chippewa and Dunn county)
 - b. Collaborative with local school districts. *A Motion to approve the Locally Designed Option: School Age Parent Program was made by Amanda Ritchie, seconded by Paula Caron. There was no discussion. Motion approved.*
 2. Approval of In-Kind Match Waiver- *A Motion was made to approve the In-Kind Match Waiver by Paula Caron, seconded by Cari Overman. There was no discussion. Motion approved.*

F. PARENT INVOLVEMENT

1. Old Business
 - a. WHSA updates - Paula report- Paula reports she needed to leave the WHSA meeting early so did not have any new updates at this time.
 - b. [Parent Interviewing Process](#) - update
 - c.
2. New Issues
 - a. POP Scholarship! The Director shared that Amanda Ritche has received the POP Scholarship! Congratulations Amanda!

G. PERSONNEL ISSUES

- a. Announcement of Executive Session under State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- b. Employee compensation.

A Motion was made for a roll call vote to go into closed session at 1:32 pm was made by Amanda Ritchie, seconded by Paula Caron.

Roll call vote

Angela Stinski, Carry-Over- Yes

Danielle Zook, Barron - Yes

Amanda Ritchie, Colfax- Yes

Amanda Moore, New Richmond - absent

Shannon Mosio, PCELC- Yes

Summer Byers, Rice Lake- absent

Cari Overman, Rice Lake- Yes

Paula Caron, Turtle Lake- Yes

Reconvene to open session (action required) *A Motion to reconvene to open session at 1:37 pm was made by Amanda Ritchie, seconded Shannon Mosio. There was no discussion. Motion approved*

1. New Hires & Separations Report July/August 2023. Approval of New Hires and Separations report. *A Motion to approve New hires & Separations report was made by Paula Caron, seconded by Amanda Ritchie. There was no discussion. Motion approved.*
2. Workforce updates. The Director reported that current staff are contacted via email or mail regarding new open positions. The website also shows the latest open positions.
3. Current [Openings](#)

A Motion to adjourn meeting at 1:43 pm was made by Amanda Ritchie, seconded by Shannon Mosio. There was no discussion, Motion approved.

*virtual option for all meetings

*in person (pending COVID) meetings in August, December, & May 1:00-2:30 2nd Thursday of each month other than July.

| <i>NEXT MEETING DATES for 2022-2023</i> | <i>2023 August</i> | <i>2023 September</i> | <i>2023 October</i> |
|--|--|---|---|
| <u>Policy Council</u> At Turtle Lake Central Office or Zoom | Thursday August 10 12:00 to 1:00 Pm Lunch 1:00 Pm in person or Zoom | Thursday September 14 Via ZOOM At 1:00 Pm | Thursday October 12 Via ZOOM At 1:00 Pm |
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