

Western Dairyland Head Start Policy Council Meeting Minutes

Approved 2-20-23

Meeting Date: January 16, 2023

Via Zoom

Policy Council members attending:

Via Zoom:

1. Aleasha Bradshaw, Truax
2. Kayla Burgess, Naples
3. Elizabeth Darby, Truax
4. Stephanie Klint, Eau Claire
5. Teresa Maxey, Cochrane Fountain City
Establishing Quorum.

Staff attending – Thanh Bui-Duquette, Anna Cardarella, Sarah McAllister, Meghan Solberg, Lisa Lindner, Christie Lauer, Leah Olson and Sherri Van Vuren

1. **Call to Order:** Meeting called to order at 6:05 PM by Bui-Duquette. Lindner took roll call.
2. **Approval of Minutes from December 19, 2022 Policy Council Meeting:** Motion to approve the minutes made by Klint; seconded by Darby. Motion carried.
3. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer
Cardella talked about the Women’s Business Conference and other free trainings available to Policy Council members. Lindner will send the following link via email:
<https://www.successfulbusiness.org/events#upcoming-events>
4. **Annual ERSEA Training** – Sherri Van Vuren, ERSEA Manager
 - **2023 Selection Criteria** – Sherri Van Vuren, ERSEA ManagerVan Vuren reviewed the 2023 selection criteria. She also explained ERSEA -> Eligibility, Recruitment, Selection, Enrollment, Attendance.
Burgess made the motion to approve 2023 Selection Criteria changes. Klint seconded. Motion carried.
5. **Delegate Report** – Leah Olson, Eau Claire Area School District, Delegate agency
Olson reviewed the submitted Delegate Program Report with data on enrollment, attendance, health, education, program operations updates and family engagement activities.

6. **Program Report** – Thanh Bui-Duquette, Head Start Director

Bui-Duquette reviewed December program report. 78% attendance (lots of illness). Early Head Start 100% full. Bridging Brighter Smiles & Northlakes visited in December. Largest need at most centers is support with challenging behaviors.

Bui-Duquette reviewed the Program Instruction ACF-PI-HS-23-01: Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy.

7. **USDA-CACFP Monthly Claims** – Meghan Solberg, Business Manager

Solberg reviewed the submitted USDA reimbursement for December 2022. Total meals served: 4,485 total reimbursement: \$10,176.99. Down due to attendance and weather.

8. **Head Start Budget Report** – Meghan Solberg, Business Manager

Solberg discussed the importance of In-kind involvement and reviewed the submitted budgets for the Federal Early Head Start Grant – Year 3, the Federal Head Start Grant – Year 3 and the Wisconsin State Head Start Supplemental Grant. Solberg included details on the CARES Act Funding. (COVID19 Response funding)

In-kind down, possible needing waiver this year.

9. **Head Start Director Credit Card Monthly Report** – Meghan Solberg, Business Manager

Solberg reviewed credit card expenditures for December 2022. Motion to accept was made by Darby, seconded by Klint. Motion carried.

10. **FY 2023 Head Start Annual Refunding Application** – Thanh Bui-Duquette, Head Start Director and Meghan Solberg, Business Manager

Bui-Duquette reviewed the 2023 annual refunding application and proposed enrollment at each center. The proposed enrollment included an enrollment reduction at the Truax center to convert from half-day programming to full-day programming.

Burgess made the motion to approve the refunding application, Klint seconded. Motion carried.

11. **Next Meeting** – The next Policy Council meeting will be held on Monday, February 20th at 6:00 PM via Teams. Always 3rd Monday.

12. **Adjournment** – Meeting adjourned at 7:05 PM.

Submitted by: Kayla Burgess and Lisa Lindner