

**Western Dairyland Head Start
Policy Council Meeting Minutes**

Approved 11-13-23

Meeting Date: October 16, 2023

Via Zoom

Policy Council members attending:

1. Charity Steer – CFC
2. Justyna Cyran – Arcadia
3. Stephanie Klint – Eau Claire
4. Kayla Burgess – Naples
5. Elizabeth Darby - Truax

Quorum was established.

Staff attending: Thanh Bui-Duquette, Meghan Solberg, Sarah McAllister, Anna Cardarella, and Leah Olson

1. Call to Order: Meeting called to order at 6:03 PM by Bui-Duquette. McAllister took roll call.

2. Approval of Minutes from September 18, 2023 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

Cardarella shared what to expect at the Women’s Business Conference Women’s Business Conference October 25, 2023. This is an event that is free to Policy Council members. Lunch will be provided. Please use the link below to register

<https://www.womensbusinessconference.com/sign-up.phtml>

The code is: WDdiscount

Cardarella announced that there is an opening on the Westen Dairyland Board for an income eligible individual from Jackson County. A \$100.00 stipend will be available up to 2 times a month for meetings that are attended.. She will share more information next month.

4. Delegate Report – Leah Olson, Eau Claire Area School District, Delegate agency

Olson reviewed the submitted Delegate program report.

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

Bui-Duquette reviewed the submitted Program Report.

6. Budget Revision Request – Thanh Bui-Duquette, Head Start Director
Western Dairyland is submitting a Budget Revision request for FY 2023, the budget period ending April 30, 2024, to move \$40,000 from the Supplies and Other line items to the Equipment line item. The equipment purchases include the following:

- \$11,000 for a commercial dishwasher at the Eau Claire Head Start center. We are currently leasing the machine, and purchasing the equipment outright makes more sense financially.
- \$7,000 for a new vision screener. We currently have one vision screener, and having an additional screener will allow two staff to conduct vision screenings simultaneously.
- \$22,000 for an agency vehicle. This will ensure we have one agency-owned vehicle for each county for staff usage for training, home visits, and transporting families to medical and dental appointments.

A Motion to approve the budget revision request was made by Burgess; seconded by Cyran. Motion carried

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

Solberg reviewed the submitted USDA reimbursement for August 2023. Total meals served: 1265 Total reimbursement: \$3,283.00. She also reviewed the submitted USDA reimbursement for September 2023. Total meals served: 9430 Total reimbursement: \$25,36059.

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

Solberg reviewed Federal Head Start and Early Head Start ending in April 30, 2024. Solberg also reviewed the Wisconsin state Head Start grant ending June 30, 2024.

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

Solberg reviewed credit card expenditures overview for September, 2023. Motion to accept was made by Burgess, seconded by Cyran. Motion carried.

10. Closed Session: Head Start New Hire – Thanh Bui-Duquette, Head Start Director

New Hire were reviewed. Motion to approve was made by Cyran, seconded by Burgess. Motion carried.

11. Next Meeting: The next meeting will be Policy Council Orientation and Training, November 13 5:00-7:00 pm

12. Adjournment: Motion to adjourn was made by Cyran, seconded by Burgess. Meeting adjourned at 6:40 PM.

13. Submitted by: Sarah McAllister