

**Western Dairyland Head Start  
Policy Council Meeting Minutes  
Approved on November 21, 2022**

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Meeting Date: October 17, 2022  
Via Zoom

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Policy Council members attending:

Via Zoom:

1. Stephanie Klint, Eau Claire Head Start
2. Erika Slenczka – Blair
3. Kayla Burgess – Naples

Staff attending – Thanh Bui-Duquette, Sarah McAllister, Lisa Lindner, and Leah Olson

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1. **Call to Order:** Meeting called to order at 6:03 PM by Bui-Duquette. Lindner took roll call.
2. **Approval of Minutes from September 19, 2022 Policy Council Meeting:** Motion to approve the minutes made by Klint; seconded by Burgess. Motion carried.
3. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer  
Cardarella was not in attendance, no report available.
4. **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.

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

Bui-Duquette reviewed the submitted Program Report with data on enrollment, attendance, health, education, program operation updates and family engagement activities.

Bui-Duquette reviewed an IM regarding the following:

- ACF-IM-HS-22-07 Reporting Child Health and Safety Incidents, issued on 9/27/22

5. **USDA-CACFP Monthly Claims** – Thanh Bui-Duquette, Head Start Director  
Report was not available at time of meeting.
6. **Head Start Budget Report** – Thanh Bui-Duquette, Head Start Director  
Bui-Duquette 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)

7. **Head Start Director Credit Card Monthly Report** – Thanh Bui-Duquette, Head Start Director.

Bui-Duquette reviewed credit card expenditures for September 2022. Motion to accept was made by Slenczka, seconded by Burgess. Motion carried.

8. **CLOSED SESSION** – Personnel – new hires and updates – Thanh Bui-Duquette, Head Start Director. Policy Council went into closed session to approve new hire.

Slenczka made the motion to approve the hire, Burgess seconded. Motion carried.

9. **Next Meeting** – Policy Council orientation will be in person on Saturday, November 5<sup>th</sup> at the Independence office from 9-noon Monday. More information will be sent out soon to all returning and new members.

10. **Adjournment** —Slenczka made the motion to adjourn at 6:40, Burgess seconded. Motion carried.

Submitted by: Lisa Lindner