

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

Approved 12-18-23

Meeting Date: November 13, 2023

Via Zoom

Policy Council members attending:

1. Justyna Cyran – Arcadia
2. Stephanie Klint – Eau Claire
3. Alexis Van Riper – Blair
4. Stephen Koldykowski – CFC
5. Allie Gazdecki – JC EHS
6. Charity Steer - CFC

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 6:28 PM by Bui-Duquette. Roll call was taken.
2. **Approval of Community Representative:** Motion to approve Nicki Brantner as a Community Member made by Steer; seconded by Cyran. Motion carried.
3. **Approval of Minutes from October 16, 2023 Policy Council Meeting:** Motion to approve the minutes made by Cyran; seconded by Gazdecki. Motion carried.
4. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer
Cardarella announced that there is an opening on the Western Dairyland Board for an income eligible individual from Jackson County and Eau Claire County. She will share more information next month. The Western Dairyland Board meet 10 months of the year. Meetings are monthly on Wednesdays 6:30-8:00.
5. **Delegate Report – Leah Olson, Eau Claire Area School District, Delegate agency**
Olson reviewed the submitted Delegate program report.
6. **Program Report** – Thanh Bui-Duquette, Head Start Director

Bui-Duquette reviewed the submitted Program Report.

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

Solberg reviewed the submitted USDA reimbursement for October 2023. Total meals served: 10,362 Total reimbursement: \$27,949.47. **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.

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

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

9. Closed Session: No closed session

10. Next Meeting: The next meeting will be December 18, 6:00-7:00 pm

11. Adjournment: Motion to adjourn was made by Cyran, seconded by Van Riper. Meeting adjourned at 7:14PM.

12. Submitted by: Sarah McAllister