

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

Approved December 19, 2022

Meeting Date: November 21, 2022

Via Zoom

Policy Council members attending:

Via Zoom:

1. Stephanie Klint, Eau Claire Head Start
2. Erika Slenczka – Blair
3. Kayla Burgess – Naples
4. Charity Steer - CFC
5. Elizabeth Darby – Truax
6. Alexis Van Riper – Blair
7. Aleasha Bradshaw - Truax

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

1. **Election of Officers:** The floor was opened for anyone interested in the following positions.

Chair: Charity Steer self nominated. Burgess made the motion to approve; Slenczka seconded. Motion carried.

Vice Chair: Slenczka self nominated. Burgess made the motion to approve; Klint seconded. Motion carried.

Secretary: Kayla Burgess self nominated. Klint made the motion to approve; Steer seconded. Motion carried.

2. **Call to Order:** Meeting called to order at 6:21 PM by Bui-Duquette. Lindner took roll call.
3. **Approval of Minutes from October 17, 2022 Policy Council Meeting:** Motion to approve the minutes made by Steer; seconded by Klint. Motion carried.
4. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer
Cardarella introduced herself and talked about some of the things she covers at Policy Council meetings. No new news for this meeting.
5. **Approval of the Policy Council Bylaws,** Policy Council Chair
Bui-Duquette reviewed updates to the Bylaws. Burgess made the motion to approve; Slenczka seconded. Motion carried.
6. **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.

7. **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-22-08, issued 10/21/2022: Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start
- ACF-IM-HS-22-09, issued 11/07/2022: Enrollment Reductions and Conversion of Head Start slots to Early Head Start slots
- Bonus for staff using the Department of Children and Families – Child Care Counts Stabilization Payment Program and Federal Head Start One-Time funding

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

Solberg reviewed the submitted USDA reimbursement for October 2022. Total meals served: 9,235 total reimbursement: \$23,786.84.

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

Solberg 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)

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

Solberg reviewed credit card expenditures for October 2022. Motion to accept was made by Slenczka, seconded by Steer. Motion carried.

11. **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.

12. **Next Meeting** – The next Policy Council meeting will be held on Monday, December 19th via Teams.

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

Submitted by: Lisa Lindner