

Western Dairyland Head Start Policy Council Meeting Minutes Approved 1-15-24

Meeting Date: December 12, 2023

Via Zoom

Policy Council members attending:

1. Justyna Cyran – Arcadia
2. Stephanie Klint – Eau Claire
3. Stephen Koldykowski – CFC
4. Charity Steer – CFC
5. Cearra Cook – Altoona
6. JaNel Parker – Black River Falls
7. Nicki Brantner – Community Rep

Quorum was established.

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

Presentation – Wisconsin Head Start Association Parent’s Affiliate - Brian Stults, Events and Operation Manager

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

- Chair: Charity Steer self nominated. Koldykowski made the motion to cast a unanimous ballot for Charity Steer for Chair position; Klint seconded. Motion carried.
- Vice Chair: JaNel Parker self nominated. Koldykowski made the motion to cast a unanimous ballot for JaNel Parker for Vice Chair position. Cook seconded. Motion
- Secretary: Cook self nominated. Parker made the motion to cast a unanimous ballot for Cearra Cook for the secretary position; Brantner seconded. Motion carried.

1. Call to Order: Meeting called to order at 6:27 PM. Roll call was taken.

2. Approval of Minutes from November 13, 2023 Policy Council Meeting: Motion to approve the minutes made by Cyran; seconded by Brantner. Motion carried.

- 3. Agency Report** – Anna Cardarella - absent, Western Dairyland Chief Executive Officer Thanh Bui-Duquette shared the following.

Western Dairyland is in the process of hiring a Human Resource Director. Several qualified applicants and in the process of interviewing.

Two openings for the Western Dairyland Board. Anna will share more next month.

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

Olson reviewed the submitted Delegate program report shared with Policy Council prior to the meeting.

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

Bui-Duquette reviewed the submitted Program Report shared with Policy Council prior to the meeting.

Bui-Duquette reviewed: ACF-PI-OHS-23-04, Issued November 20, 2023: Notice of Proposed Rulemaking on Supporting the Head Start Workforce and Consistent Quality Programming-Public Comment Period

- 6. Delegate's Locally Design Program Option -Thanh Bui-Duquette, Head Start Director** – Bui-Duquette presented the proposal to increase the Delegate's class size for one of their classroom to 18 students for the 2023-2024 Program Year. Motion to approve made by Klint; seconded by Brantner. Motion carried.

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

Solberg reviewed the submitted USDA reimbursement for November 2023. Total meals served: 9261 Total reimbursement: \$24,964.54.

- 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 with detailed amount and back-ups for November 2023. Motion to accept was made by Brantner; seconded by Cook. Motion carried.

- 10. Closed Session:** No closed session

- 11. Next Meeting:** The next meeting will be January 15, 2024, 6:00-7:00 pm

- 12. Adjournment:** Motion to adjourn was made by Cook; seconded by Klint. Meeting adjourned at 7:14 PM

- 13. Submitted by:** Sarah McAllister