

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

Approved 3-20-23

Meeting Date: February 20, 2023

Via Zoom

Policy Council members attending:

1. Tessa Bauer – Altoona
2. Justyna Cyran - Arcadia
3. Elizabeth Darby - Truax
4. Stephanie Klint – Eau Claire Head Start
5. Erik Slenczka - Blair
6. Charity Steer – Cochrane-Fountain City
7. Alexis VanRiper – Blair

A quorum was established.

Staff attending: Thanh Bui-Duquette, Anna Cardarella, Meghan Solberg, Lisa Lindner, Leah Olson, Lexi Thompson and Linsey Kaufman

1. **Call to Order:** Meeting called to order at 6:00 PM by Steer. Lindner took roll call.
2. **Approval of Minutes from January 16, 2023 Policy Council Meeting:** Motion to approve the minutes made by Klint; seconded by Bauer. Motion carried.
3. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer
Cardrella presented to Policy Council about the agency moving to a 4 day work week. She talked about the reasons behind the switch: to enhance work-life balance for staff, offset inflation, staff recruitment and retention, and financial and social impacts. The change will not impact Head Start program operation and the agency will remain open to the public Monday through Friday.
4. **Annual Training: Head Start Health Services** – Lexi Thompson, Health Manager and Linsey Kaufman, Home Based Manager
Lexi and Linsey presented showed a PowerPoint presentation that covered all areas of health services:
 - School readiness begins with health
 - Collaborate and communicate with parents on their child’s health needs
 - Child health requirements
 - 22-23 health insurance data
 - 22-23 vision and hearing data
 - Oral health practices – daily toothbrushing

- 22-23 dental exam data
 - Child nutrition
 - Safety practices
 - Services to pregnant women and expectant families in our Early Head Start program.
5. **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.
 6. **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.
 7. **Non-Federal Share Waiver Request**– Thanh Bui-Duquette, Head Start Director
Bui-Duquette talked about how COVID-19 has impacted our in-kind collection amounts. She asked for approval to request to waive a portion of the non-federal share (NFS) requirement for the grant ending April 30, 2023, in the amount of up to \$1,000,000. Motion to approve request was made by Klint, seconded by Slenczka. Motion carried.
 8. **USDA-CACFP Monthly Claims** – Meghan Solberg, Business Manager
Solberg reviewed the submitted USDA reimbursement for January 2023. Total meals served: 8,243 total reimbursement: \$21,085.36.
 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 January 2023. Motion to accept was made by Klint, seconded by Bauer. Motion carried.
 11. **Next Meeting** – The next Policy Council meeting will be held on Monday, March 20th at 6:00 PM via Zoom.
 12. **Adjournment** – Meeting adjourned at 7:00 PM.