

**Western Dairyland Head Start
Policy Council Meeting Minutes
Approved 10-17-22**

Meeting Date: September 19, 2022
Via Zoom

Policy Council members attending:
Via Zoom:

1. Stephanie Klint, Eau Claire Head Start
2. Jennifer Zillmer – Black River Falls
3. Kayla Burgess – Naples

Staff attending – Meghan Solberg, Sarah McAllister, Lisa Lindner, and Leah Olson

1. **Call to Order:** Meeting called to order at 6:02 PM by Zillmer. Lindner took roll call.
2. **Approval of Minutes from June 20, 2022 Policy Council Meeting:** Motion to approve the minutes made by Klint; seconded by Burgess. Motion carried.
3. **Approval of Minutes from Special Meeting in August 2022:** Motion to approve the minutes made by Klint; seconded by Burgess. Motion carried.
4. **Approval of Minutes from Special Meeting in September 2022:** Motion to approve the minutes made by Klint; seconded by Burgess. Motion carried.
5. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer
Cardarella was not in attendance. Solberg reminded members of the upcoming Women’s Business Conference on October 12, 2022. Policy Council members can attend for FREE.
The link to register is: <https://www.womensbusinessconference.com/photos.phtml>
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** – Meghan Solberg, Business Manager
Solberg reviewed an IM regarding the following:
 - ACF-IM-HS-22-04: Competitive Bonuses for the Head Start Workforce, issued 06/21/2022
 - ACF-IM-HS-22-05: Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021, issued 08/29/2022

- ACF-IM-HS-22-06: Strategies to Stabilize the Head Start Workforce, issued 09/12/2022

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

Solberg reviewed the submitted USDA reimbursement for June 2022. Total meals served: 79 total reimbursement: \$195.70.

Solberg reviewed the submitted USDA reimbursement for August 2022. Total meals served: 616 total reimbursement: \$,1672.65.

9. **Head Start Budget Report** – Meghan Solberg, Head Start 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 June, July and August 2022. Motion to accept was made by Burgess, seconded by Zillmer. Motion carried.

11. **CLOSED SESSION** – Personnel – new hires and updates – Meghan Solberg, Business Manager. Policy Council went into closed session to approve new hire.

12. **Next Meeting** – Monday, October 17, 2022, at 6:00 PM via Zoom.

13. **Adjournment**—Meeting adjourned at 6:32 PM.

Submitted by: Lisa Lindner