

## NEICAC Policy Council

July 16, 2024

The July Policy Council meeting was held via Zoom. Participants included: Kerry (New Hampton), Candace (Oelwein), Catherine (Oelwein), Kaitlyn (Oelwein), Sashia (Oelwein), Sharon Burke, Martin Ahrndt, and Denise Tapscott (staff).

The meeting was called to order at 6:31 p.m.

A motion to approve the June minutes was made by Catherine and seconded by Sashia. The motion carried.

### **Director's Report**

*Staffing:* Carlye Santee was hired as a Center Manager and Lydia Knox was hired as West Union Co Teacher. Decorah Co Teacher, Jaina Jostand has resigned. We interviewed for her position and have extended an offer. We are interviewing for the New Hampton Co Teacher position on Friday.

*Enrollment:* Early Head Start is at full enrollment but will have openings as our three-year-olds begin to transition out. Head Start has a couple openings for fall.

*Applications:* The enclosed report was reviewed by Martin. Currently, 202 children have been accepted for the 24-25 Head Start School year. We really need your help with recruitment efforts as we actively recruit for EHS families transitioning this fall.

*Budget:* The enclosed budget reports were reviewed.

*Wrap Around:* Classrooms open for summer wrap include Guttenberg, (1)Oelwein, (1)Postville, Waukon, Waverly and West Union. Attendance varies day to day.

*Parent Orientation:* Parent Orientations have been scattered throughout the month of July with individual appointments scheduled. They are going well. Please encourage families to attend.

*Program Specialist:* Beth Cox has been appointed as our new Program Specialist from the Regional Office.

*Audit:* Sharon reviewed the Board of Director's letter from the completed audit of NEICAC's programs by WIPFLI. The Independent Auditor's report for the Fiscal Year February 1, 2023 through January 31, 2024 issued an unmodified opinion and reported no material weaknesses, significant deficiencies or audit findings on Federal Awards. It reported no material weaknesses on Financial Statements. A copy of the audit report is available at [www.neicac.org](http://www.neicac.org).

*Annual Report:* The program's 2024 Annual Report to the Public was reviewed. The report discloses information from the most recently concluded fiscal year. The report can also be accessed on the agency's website.

*Self-Assessment:* The results of the ECP's self-assessment highlighting the program's assets and outlining goals for strengthening or meeting program requirements were reviewed. A motion to approve the proposed plan was made by Sashia and seconded by Catherine. The motion carried.

*Informational Memorandum:* Sharon reviewed the enclosed IM on the monitoring process for HS and EHS. It describes the types of monitoring reviews that recipients may experience-FA1, FA2, CLASS, RAN and unannounced. The next possibility of a FA1 monitoring review of our ECP will be during the 25-26 school year.

The June CACFP report was reviewed along with the credit card statements. All was found to be in order.

### **New Business**

*Classroom Moves:* The Decorah classroom has relocated to the Sunflower Child Development Center in Decorah and the Waverly classroom will be moving to South East Elementary School in Waverly at the end of July.

### **Center Reports**

EHS: Field trips to the Dubuque National River Museum and La Crosse Children's Museum

Cresco: Closed

Decorah: Closed

Guttenberg: No report

Monona: Closed

New Hampton: Closed

Oelwein: No report

Postville: No report

Waukon: No report

Waverly: No report

West Union: No report

The next meeting will be held on August 20, 2024 at 6:30 p.m. via Zoom.

The meeting was adjourned at 7:35 p.m.

Submitted by Denise Tapscott

Approved 8/20/24