



Head Start/Early Head Start Policy Council

Zoom Meeting

May 29, 2020



Chairperson Tracy Johnson called the meeting to order at 10:06 am.

Members Present:

Leighanna (Leigh) Grothaus, Cassandra (Cassey) Harp, Tracy Johnson, Elizabeth (Liz) Quesenberry, Tina Schumacher, Danielle Steinbauer

Staff Present

Tricia Grifka, Pam Badour

Members Excused:

John Acker, Renee Miller, Felicia Navarro, Ryan Rozewski

Members Absent:

Rosemary Fields, Cynthia Frazer, Jessica Good, Jennifer Karas

Drop Non-Participating Members from Roster

Tracy Johnson made a motion to approve removing Policy Council members Cynthia Frazer and Jennifer Karas from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Cassandra (Cassey) Harp seconded. All Ayes. Motion carried.

Quorum Present

Cassandra (Cassey) Harp made a motion to approve February's meeting minutes. Danielle Steinbauer seconded. All Ayes. Motion carried.

Information and/or Discussion Items

Transportation Waiver Request

Information on the Transportation Waiver Request was reviewed and discussed with members. The request needs to be approved and submitted on a yearly basis. Approval of the Transportation Waiver Request appears below under Action Items.

CARES Act Funding – Head Start 2020

Tricia informed members of the availability of CARES Act funds for Head Start programs that can be used for Supplemental Summer Programs and as well as funds for One-Time Activities in Response to COVID-19. She stated that she received two Program Instructions (PIs) from the Office of Head Start. The first one was received 4-14-20 and included information that would provide a one-time funding that programs could apply for to offer supplemental summer programs for children that will be going on to kindergarten, and a separate funding amount for One-Time Activities in Response to COVID-19. This funding would be used for specific actions or activities in response to COVID-19 such as mental health services, provision of meals and snacks, training for staff on infectious disease, Personal Protective Equipment (PPE), purchasing necessary supplies and services to sanitize and clean facilities, etc. The second PI was received on 5-21-20 and included updated funding instructions that would lump both available funds together (Supplemental Summer Programs and the One-Time Activities in Response to COVID-19). This would provide greater flexibility on the use of the funds to carefully plan reopening Head Start and Early Head Start programs while adhering to state and local guidance. The Office of Head Start (OHS) wants to ensure that the CARES Act funds would awarded in a manner that supports grantees' operation of supplemental summer programs while maintaining flexibility to repurpose the funds for other one-time activities related to COVID-19, if needed.

Tricia reviewed the planned use of the CARES Act funds and asked for members' input and suggestions for additional uses. Members were verbally supportive of summer programming where available and suggested surveying parents again to determine interest since about 6 weeks have passed since the initial survey.

“a community action agency”

Administrative Report

Budget Committee

Due to no Budget Committee members being present at the meeting, credit card approvals were tabled to next month's meeting. Budget Committee members will be contacted after the meeting to review and approve credit card expenditures for approval by full Council at our next meeting. Also, due to the removal of two current Budget Committee members (Cynthia Frazer and Jennifer Karas), there were 2 vacancies available on the committee. Tracy Johnson and Tina Schumacher volunteered to be a part of the Budget Committee.

Action Items

Approval of Transportation Waiver Request

Tina Schumacher made a motion to approve the Transportation Waiver Request. Cassandra (Cassey) Harp seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Elizabeth (Liz) Quesenberry made a motion to approve New Hire/Terminations. Danielle Steinbauer seconded. All Ayes. Motion carried.

Next meeting will be Friday, June 19th via Zoom. The meeting will begin at 10:00 am.

Danielle Steinbauer made a motion to adjourn. Cassandra (Cassey) Harp seconded. All Ayes. Motion carried.

Meeting adjourned at 11:06am.

Approved by: _____ **Title:** _____ **Date:** _____