

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

Approved 3-18-24

Meeting Date: 2/19/24

Via Zoom

Policy Council members attending:

1. Justyna Cyran – Arcadia
2. Stephen Koldykowski – CFC
3. JaNel Parker – Black River Falls

Quorum was not established.

Staff attending: Thanh Bui-Duquette, Meghan Solberg, Anna Cardarella, and Leah Olson

1. **Call to Order:** Meeting called to order at 6:02 PM by Bui-Duquette. Roll call was taken.
2. **Approval of Minutes from 1-15-24 Policy Council Meeting** Motion to approve the minutes was made by Cyran; seconded by Koldykowski.
3. **WHSA Parent Affiliate** - Motion to vote JaNel Parker to be the WHSA parent affiliate was made by Koldykowski; seconded by Cryran.
4. **Agency Report** – Anna Cardarella - Western Dairyland Chief Executive Office
No updates
5. **Health Services Presentation** – Lexi Thompson – Health Manager
See Powerpoint for more details on presentation
Reviewed important dates for child health information. 30/45/90 days children have ongoing communication to determine health and dental home, hearing and vision screenings are completed, and paperwork is reviewed to be on file.

Vision Screenings – if a child fails the screening, they are referred to an optometrist

Hearing Screenings – if a child fails a screening, we test a second time to ensure it was related to hearing and not illness. If a second screening is failed, they will be referred to primary physician.

Partnership with NorthLakes Community Clinic and Bridging Brighter Smiles to performs screenings, cleanings and oral health promotion.

CACFP Overview

Health Services Advisory Committee – helps programs make decisions about health services and strengthen the communities where Head Start families live.

Early Head Start Services

6. Delegate Report – Leah Olson, Eau Claire Area School District, Delegate agency

Olson reviewed the submitted Delegate program report.

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

Bui-Duquette reviewed the submitted Program Report.

8. Budget Revision – Thanh Bui-Duquette, Head Start Director

Request to purchase 2 under counter dishwashers for Early Head Start Centers totaling \$13,000 (\$6,500 each). The funds will move from the Personnel Line item to the Equipment Line item. Motion to approve the revision was made by Koldykowski; seconded by Cyran.

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

Solberg reviewed the submitted USDA reimbursement for January 2024. Total meals served: number of 9861. Total reimbursement: \$26,522.38 total reimbursement.

10. 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.

11. Head Start Director Credit Card Monthly Report – Meghan Solberg, Business Manager

Solberg reviewed credit card expenditures overview for December 2023 and January 2024 which were sent after the last meeting. Motion to accept was made by Parker; seconded by Koldykowski.

12. Next Meeting: The next meeting will be March 18, 2024 6:00-7:00 pm

13. Adjournment: Motion to adjourn was made by Koldykowski; seconded by Parker. Meeting adjourned at 6:47 pm.

14. Submitted by: Meghan Solberg