

Western Dairyland Head Start Policy Council Meeting Minutes

Approved 4-22-24

Meeting Date: 3-18-24

Via Zoom

Policy Council members attending:

1. Justyna Cyran – Arcadia
2. Stephen Koldykowski – CFC
3. JaNel Parker – Black River Falls
4. Alexis Van Riper - Blair

Quorum was not established.

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

1. **Call to Order:** Meeting called to order at 6:00 PM by Bui-Duquette. Roll call was taken.
2. **Approval of Minutes from 2-19-24 Policy Council Meeting** Motion to approve the minutes was made by Parker; seconded by Koldykowski.
3. **Agency Report** – Anna Cardarella - Western Dairyland Chief Executive Office
Anna highlighted the Energy Assistance Program. Western Dairyland serves Clark, Eau Claire, and Trempealeau Counties. Jackson and Buffalo programs are offered through the local DHS. The program runs October – May. There is also emergency furnace repair and water heater assistance.
Anna also highlighted the Skills Enhancement which offers financial assistance to individuals who are pursuing post secondary education. Individual needs to be working 20 hours a week.
4. **Parent Family and Community Engagement Presentation** – Sarah McAllister– Family and Community Manager
See Powerpoint for more details on presentation
5. **Delegate Report** – Leah Olson, Eau Claire Area School District, Delegate agency

Olson reviewed the submitted Delegate program report.

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

Bui-Duquette reviewed the submitted Program Report.

7. Head Start Director – Thanh Bui-Duquette, Director – one time bonus for staff

One-time bonus for staff:

Western Dairyland Head Start is seeking approval from Policy Council to provide a one-time bonus of up to \$2,000 for all Head Start staff. The bonus amount will be determined based on staff's longevity and is contingent upon funding availability for the budget period ending April 30, 2024 .Motion to approve one time bonus for staff made by Koldykowski; seconded by Cyran

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

Solberg reviewed the submitted USDA reimbursement for February 2024. Total meals served:number of 9804. Total reimbursement: \$26,462.13 total reimbursement.

9. 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.

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

Solberg reviewed credit card expenditures overview for January 2024 and February 2024. Ending February 15, 2024 Motion to accept was made by Koldykowski; seconded by Cyran.

11.Next Meeting: The next meeting will be April 24, 2024 6:00-7:00 pm

12.Closed Session: Head Start New Hire – Thanh Bui-Duquette, Head Start Director

New Hire were reviewed. Motion to approve was made by Koldykowski, seconded by Cyran.

13.Adjournment: Motion to adjourn was made by Cyran; seconded by Koldykowski . Meeting adjourned at 7:02 pm.

14.Submitted by: Sarah McAllister