



Policy Council Minutes
September 19, 2024

1. The meeting was called to order by Dave Rathgeber at 12:00.
2. Roll Call:
Present: Dave Rathgeber, Christina Bugni, Cristina Dressel, Beth Hettick, Amy Simpson (PV)

A quorum was present

Guests:

Barb Brophy – Program Director
Don Foley – CFO – Action Inc.

3. Review/Approve Minutes: May 16, 2024
The minutes from the May 16th meeting were reviewed.

Cristina Dressel made a motion to approve the minutes. It was seconded by Christina Bugni and approved by all.

4. Reports:
 - Don Foley presented the financials for August 2024 and the electronic expenditures for May, June, July and August. Don indicated that this is a preliminary closeout of the Grant year that ended August 31, 2024. He stated that we are waiting on some other expenses from August that will be included in the final closeout.

Christina Bugni made a motion to approve the monthly financials and electronic expenditures for August 2024. It was seconded by Cristina Dressel and approved by all.

- Program Managers' monthly reports were included in the September Policy Council packet.
- PIR – 2023-2024
Barb presented a Summary Report of the PIR that was submitted in August 2024.
- Updates - Action Inc
Don Foley noted that the Summer Nutrition Program has just completed another successful year – 60,000 meals were distributed. LIHEAP program is beginning their season soon – please refer anyone in need of heating assistance.

5. New Business:

Approve/Disapprove

- Grant Amendment – Change of Scope
Barb presented the Amendment for the Change of Scope for the 2024-2025 Program year. She noted the previous discussion from the Policy Council meeting in May regarding the Reduction in Enrollment and the need to meet the requirement of our Under Enrollment Plan. Don indicated the Change of Scope was requested to be submitted separately for further clarification on some items and to not delay the Grant Award for the 2024-2025 program year. The request is still for a Reduction in Enrollment from 186 to 125 children.

Christina Bugni made a motion to submit the Amendment for the Change of Scope for 125 children. It was seconded by Beth Hettick and approved by all.

2024-2025 Policies

- Field Trip/Sibling Policy
- Community Grievance Policy
- Internal Dispute Resolution
- Policies and Procedures of Protection of Personally Identifiable Information (PII)
- Governing Board/Policy Council Roles and Responsibilities
- Procedures for Policy Council Selection

Cristina Dressel made a motion to approve the above policies. It was seconded by Beth Hettick and approved by all.

6. Correspondence:

- New Program Specialist assigned to Action Inc. Head Start – Maura Murray
- 2024-2025 Notice of Award

Award	\$ 2,255,571.00
Non-Federal	\$ <u>563,893.00</u>
Total Award	\$ 2,819,464.00

7. Training:

Training will be provided to all Policy Council members after the elections in October.

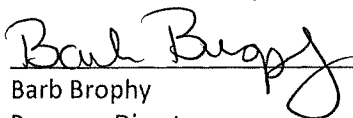
8. Other:

- Policy Council elections/re-elections will be at the October Policy Council meeting. The following community representatives are interested in participating for the 2024-2025 year.
Beth Hettick – Southwest Montana Community Health Center
Christina Bugni – AWARE - Early Head Start
Dave Rathgeber – Montana Technological University
- Next Policy Council meeting
The meeting is scheduled for Wednesday, October 16th and 12:00 via Teams.

9. Adjournment:

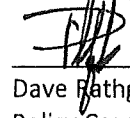
The meeting was adjourned at 12:30 by Dave Rathgeber.

Minutes Submitted By:



Barb Brophy
Program Director

Minutes Approved By:



Dave Rathgeber
Policy Council Chairperson