



ACTION INC. HEAD START
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**Policy Council Minutes
April 20, 2022**

1. The meeting was called to order at 12:00 by Dave Rathgeber, Policy Council Chairperson.
2. Roll Call:
Present: Dave Rathgeber, Cecelia Helming, Wendy Baughman, Theresa Rader, Kim Polich

A quorum was present.

Guests:

Barb Brophy – Program Director

Don Foley – CFO – Action Inc.

Connie Ternes-Daniels – COO – Action Inc.

Mark Heinert – Region 8 Program Specialist – Office of Head Start

Amber Blodgett – T/TA Early Childhood Specialist

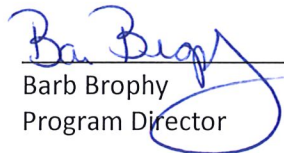
3. Review/Approve Minutes: March 16, 2022
The minutes from the March 16, 2022 meeting were reviewed. Cecilia Helming made a motion to approve the minutes from the March 16, 2022 meeting. It was seconded by Wendy Baughman and approved by all.
4. Reports:
 - Monthly financials and credit card expenditures for March were presented by Don Foley. Remaining Grant is \$798,873.00, CACFP reimbursement for March was \$13,451.00. Credit card expenditures were \$3,324.58 with no questionable expenses. There is \$190,091.00 left to spend in CARES ACT. This will be used on playground and/or building upgrades. Ongoing monthly and current enrollment numbers were also presented with the financials.

Theresa Rader made a motion to approve the monthly financials for March. It was seconded by Kim Polich and approved by all.

- Program Managers' Reports
Program Managers' monthly reports were included in the monthly packet.
- Data Analysis
The Data Analysis Report from March was presented to the Policy Council. Barb explained that the information is used for program planning for 2022-2023.
- Action Inc. updates
Connie Ternes Daniels reminded all that LIEAP will be closing at the end of April. She also stated the water assistance program is also available at Action Inc. Don stated that the summer feeding program will be started. It looks like they will not be renewing the USDA Waivers. Action Inc. is looking at different funding sources to help serve all children.

5. New Business:
Approval of the Crisis Procedure Manual has been tabled until the May Policy Council Meeting.
6. Correspondence:
There was no new Correspondence in March.
7. Training
Policy Council training is still available on-line through Feldsman Tucker.
8. Other:
 - Self-Assessment
The annual Self-Assessment has begun. Results will be shared at the May Policy Council meeting.
 - Focus Area 2 Review:
Dave thought things went well. He felt prepared and answered all the questions. Mark stated that the results should be back in 45-60 days.
 - Lincoln update:
Don stated all the abatement has been completed. Barb added that the contractor is completing the bid and will be sending it to the insurance adjuster this week. The goal is to be back in the building for the 2022-2023 school year.
 - Mark Heinert – OHS Program Specialist
Mark talked to Policy Council regarding the monitoring visit, training, planning and communication between the Governing Board & Policy Council.
 - Amber Blodgett – T/TA Early Childhood Specialist Amber explained that her role is to assist with any training and professional development needs of Head Start Staff.
 - Next Policy Council meeting – Wednesday, May 18th @ 12:00 via Teams
9. Adjournment:
The meeting was adjourned @ 12:35 by Dave Rathgeber.

Minutes Submitted By:


Barb Brophy
Program Director

Minutes Approved By:


Dave Rathgeber
Policy Council Chairperson