



Employee Count Updates

Please note report information is as of 4/30/2025:

	Total Employees	Full Time	Part Time	Sub/Temp
Head Start	74	66	1	7
Early Head Start	5	5		
CSBG/CEAP	6	6		
ICP	6	6		
Totals	91	83	1	7

April Hires: 1 (Full Time, HS)

April Terminations: 2 (Full Time, HS)

Wipfli HRO Updates

- Offer letter created
- Onboarding process created (including checklist, reference email, & template email to potential hires)
- Leveraged HRIS to digitalize materials for onboarding
- CMS Disclosure survey submitted
- Updated PTO policy
- Reconciling H.S.A. contributions
- Updating employee classifications
- Finalizing handbook