



Employee Count Updates

Please note report information is as of 8/31/2025:

	Total Employees	Full Time	Part Time	Sub/Temp
Head Start	69	64		5
Early Head Start	4	4		
CSBG/CEAP/TBRA	6	6		
ICP	3	3		
Totals	82	77		5

August Hires: 0

August Terminations: 4 (HS, EHS, Sub)

Wipfli HRO Updates

- Improving hiring process (such as fingerprinting coupon codes)
- Leveraging Paychex Hiring Portal for a more seamless process
- H.S.A. uploads completed
- Annual non-discrimination testing submitted and passed.

Wipfli CAS Updates

- Performing a soft close process to ensure grant reports can still be filed timely
- Implementing grant tracking workpapers
- Sage Intacct implementation; chart of accounts has been developed



Employee Count Updates

Please note report information is as of 9/30/2025:

	Total Employees	Full Time	Part Time	Sub/Temp
Head Start	69	66		3
Early Head Start	4	4		
CSBG/CEAP/TBRA	6	6		
ICP	3	3		
Totals	82	79		3

September Hires: 1

September Terminations: 0

Wipfli HRO Updates

- Improving hiring process (such as fingerprinting coupon codes)
- Leveraging Paychex Hiring Portal for a more seamless process
- H.S.A. uploads completed
- In conjunction with CAS, Census has been submitted.

Wipfli CAS Updates

- Performing a soft close process to ensure grant reports can still be filed timely
- Implementing grant tracking workpapers
- CAS was onsite in September
- Implementing business process improvements around purchase orders
- Assisting with financial reporting