



Community Action Partnership
Head Start/Early Head Start Policy Council



Minutes

Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601

Date: January 26, 2016

Time: 4:00 p.m.

Members Present: Allie Dewitt, Stacey Kuntz, Dana Nagle, Marreysa Netzer (alt.), Dana Whippo (alt.)

Absent: Andrea Hathoot (alt.), Robin Rivinius, John Cichy, Claire Schlabsz (alt.)

Via Telephone: Kristy Seidel

Staff Present: Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant), Erv Bren (CAP Executive Director)

Nonvoting Present: None

Guest Present: None

Quorum Met: Yes

Call to Order: The meeting was called to order by Allie Dewitt, Policy Council Chair, at 4 p.m.

Policy Council Meeting Standards: Jennifer reviewed meeting protocol and asked Policy Council members to limit conversation during the meeting, to limit conversation to the agenda topic and to turn off cell phones during the meeting.

Introductions were made.

Minutes: The minutes of the December 15, 2015, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Financial Reports.

The November 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$193,589.32 with expenditures of \$914,145.68. The November 2015 Community Action Head Start finance report was filed.

The November 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$248,185.14 with expenditures of \$725,296.86. The November 2015 Early Head Start finance report was filed.

USDA Reimbursement: Jennifer shared the December 2015 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: The CAP Governing Board met earlier today (January 26, 2016). Erv Bren, CAP Executive Director, reported on the meeting highlights. They approved budgets for weatherization and family planning programs for next year. They also reviewed Board recruitment procedures, the Executive Director's job description, received updates on programs, distributed Head Start/Early Head Start self assessment sign-up sheets, and reviewed their fiscal procedures. Governing Board members were updated on Head Starts under enrollment.

Unfinished Business

Transportation Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Transportation Policy. The suggested change included: changing Assistant Director to Family Partnership Coordinator.

Marreysa moved to approve the Transportation policy for second reading approval, as presented. Stacey seconded the motion. The motion carried.

New Business

Approval of Community Action Partnership Fiscal Policies: Erv Bren, CAP Executive Director, reviewed the Community Action Partnership Fiscal Policies suggested changes. The suggested changes are reviewed annually to include suggestions from recent audits, as well as to keep the procedures current from a legal and regulatory standpoint. See January 12, 2016, Finance committee meeting minutes attachment.

Marreysa moved to approve the Community Action Partnership Fiscal Policy changes, as presented. Stacey seconded the motion. The motion carried.

Approval of Policy Council Officer Elections - The following officers were nominated - Allie Dewitt, Chair, Stacey Kuntz, Vice Chair and Kristy Seidel, Secretary. Ballots were distributed at the December meeting. Allie counted and validated the election ballots.

Stacey moved to approve Allie Dewitt as the Policy Council Chair. Marreysa seconded the motion. The motion carried.

Marreysa moved to approve Stacey Kuntz as the Policy Council Vice Chair. Kristy seconded the motion. The motion carried.

Stacey moved to approve Kristy Seidel as the Policy Council Secretary. Dana W. seconded the motion. The motion carried.

Election of the Policy Council Treasurer - Jennifer distributed copies of the Treasurer job description. Marreysa moved to nominate Marreysa Netzer for Treasurer. Stacey seconded the motion. The motion carried. Ballots were distributed.

Approval of Early Head Start Education Coordinator – Jennifer reported that the recommendation is to hire Kinsey Benz as the Early Head Start Education Coordinator. She gave a brief bio.

Marreysa moved to approve the hire of Kinsey Benz as the Early Head Start Education Coordinator. Stacey seconded the motion. The motion carried.

Approval of Head Start and Early Head Start Teaching Assistant Substitutes – Jennifer reported that the recommendation is to hire Adalin Gohil, Tia Kilwein and Kellie Bergman as teaching assistant substitutes. She gave brief bios on Adalin, Tia and Kellie.

Marreysa moved to approve the hire of Adalin Gohil as a Head Start/Early Head Start teaching assistant substitute. Stacey seconded the motion. The motion carried.

Dana N. moved to approve the hire of Tia Kilwein as a Head Start/Early Head Start teaching assistant substitute. Marreysa seconded the motion. The motion carried.

Dana N. moved to approve the hire of Kellie Bergman as a Head Start/Early Head Start teaching assistant substitute. Stacey seconded the motion. The motion carried.

Approval of Early Head Start Infant/Toddler Teaching Assistant – Jennifer reported that the recommendation is to hire Crystal Calkins as an Early Head Start Infant/Toddler teaching assistant. She gave a brief bio.

Dana N. moved to approve the hire of Crystal Calkins as the Early Head Start Infant/Toddler teaching assistant. Marreysa seconded the motion. The motion carried.

Approval of Early Head Start Infant/Toddler Teacher – Jennifer reported that the recommendation is to hire Lisa Soukup as the Early Head Start Infant/Toddler teacher. She gave a brief bio. Stacey moved to approve the hire of Lisa Soukup as the Early Head Start Infant/Toddler teacher. Dana W. seconded the motion. The motion carried.

Approval of Head Start Special Education Paraprofessional - Jennifer reported that the recommendation is to approve the hire of Hannah Lindley as a Head Start special education paraprofessional. She gave a brief bio.

Kristy moved to approve the hire of Hannah Lindley as a Head Start special education paraprofessional. Marreysa seconded the motion. The motion carried.

First Reading of Policies:

There were no policies for first reading.

Director's Report: Jennifer Braun, Head Start and Early Head Start Director, presented the Director's Report. Items included in the Director's Report were: Key Indicators, Program Summaries, Attendance Analysis, Resignations/Staff Changes, Notice of Award for Enrollment Reduction, Head Start Fall of 2015 School Readiness Report, Update Contact Information, Meeting Day and Time Survey, and 2015 Annual Report. Highlights included: Jennifer reviewed the Notice of Award from the regional office approving the Head Start enrollment reduction. Jeff Stoll did an audit on our Head Start and Early Head Start Center's Health and Safety standards compliance. There were no major concerns. We will be purchasing equipment for the Hettinger County Head Start playground. Policy Council meetings will be scheduled the last Tuesday of the month at 4 pm since this day and time worked best for a majority of the Policy Council members. Jennifer passed out Policy Council Handbooks to Board members. The Director's Report was filed.

Committee Reports

Parent Committee Minutes: The parent committee meeting minutes were included in the packet.

Reports from Community Members

Stacey reported that the Speech Language pathologist they were hiring is not coming. Their numbers continue to go up. Their Program Manager, Tammy, is retiring. They received 25-29 referrals in January. Currently they serve about 200 children.

Marreysa reported that there is a new “bounce indoor playground” that will be opening at the Armory soon.

Dana Whippo reported that DSU’s child care survey was sent to the administration. Auditions will be held for Charlotte’s Web.

Announcements:

- Policy Council members were reminded to complete their inkind, travel and child care reimbursement forms.
- Next meeting date: The next Policy Council meeting is scheduled on **Tuesday, February 23, 2016, at 4 pm**. The meeting will be held in the Early Head Start multipurpose room, 338 1st St SE, Dickinson, North Dakota.

Adjournment: The meeting was adjourned at 5 pm.

Submitted by:

Kristy Seidel, Secretary

Date

Attachment: January 12, 2016, Finance committee meeting minutes.

**Community Action Partnership
Finance Committee Meeting
January 12, 2016 – 8:30 am (MT)/9:30 am (CT)**

PRESENT: Jon Hendrickson, Dave Wilkie, Bob Treitline and Joe Armbrust

STAFF PRESENT: Erv Bren, Jim Pavlicek and Connie Lindbo

CALL TO ORDER: Jon Hendrickson called the meeting to order at 8:30 am (MT) at the Main Office in Dickinson.

FISCAL/ADMINISTRATIVE PROCEDURES: Jim Pavlicek, Finance Director provided the Finance Committee with some recommended changes to the Fiscal/Administrative Procedures. Jim stated that each year the Fiscal/Administrative Procedures are reviewed to include any suggestions from recent audits as well as to keep the procedures current from a legal and regulatory standpoint.

The Finance Committee reviewed each of the sections as outlined in the attached. The procedures with proposed changes are:

- 1) Index
- 2) Payroll
- 3) Cash Receipts
- 4) Property and Equipment
- 5) Weatherization and Family Planning Inventory
- 6) Allowability, Reasonableness and Allocability of Costs
- 7) Procurement Procedure
- 8) Verification of Vendors
- 9) Record Retention
- 10) Staff Recruitment Procedure
- 11) Reference Check Form
- 12) New Employee Orientation
- 13) Employee File Layout
- 14) Succession Plan – Head Start/Early Head Start
- 15) General Ledger
- 16) Contracts and Grants
- 17) Cash Requests
- 18) Building Capitalization/Expense Procedure
- 19) Audit of Payee Files
- 20) Payee Audit Verification Form
- 21) Travel
- 22) Employee/Client Reimbursement
- 23) Agency Credit Cards
- 24) Agency Vendor Cards
- 25) Cash Box Policy – FP
- 26) 403(b) Thrift Plan
- 27) Board Recruitment Procedure

Complete copies of the Fiscal/Administrative Procedures are available in the Fiscal Office. The Finance Committee recommended the following changes:

- 1) Index
 - Updated
- 2) Payroll
 - 4th paragraph When a payroll period ends, the Fiscal Office distributes all the timesheets by ~~12:00~~ 5:00 p.m. the following business day.

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- 3) Cash Receipts
 - 2nd paragraph The Receptionist logs receipts checks received in the mail and routes them to the Fiscal Office.
 - 3rd paragraph The Fiscal Assistant prepares all the deposits for the Agency except for the Family Planning Clinic deposits which are prepared by the Medical Assistant/Receptionist. The Receptionist prepares the deposit slips for the Family Planning Clinic. The Fiscal Assistant prepares the deposit for all other departments, which includes cash received from the Prairie Rose Center from their snack bar, pop machine, and daily meals served to their members.
- 4) Property and Equipment
 - 4th paragraph Revenue from equipment that is sold will be credited to the appropriate grant account using the specific account that the item was expensed.
 - 5th paragraph On a quarterly basis, the new equipment purchased is placed on the inventory list. New equipment is recorded on the inventory list on a quarterly basis. Records are set up and maintained on current equipment according to provisions in OMB Circular A-110, Section 34. 2 C.F.R. 200.4.
 - 11th paragraph Funds from the sale will reimburse the awarding agency.
- 5) Weatherization and Family Planning Inventory
 - 2nd paragraph The amount and itemization of the adjustment must be approved by the North Dakota Division of Community Services Weatherization Program Manager.
- 6) Allowability, Reasonableness and Allocability of Costs
 - 1st paragraph OMB Circular A-122 2 C.F.R.200.4
- 7) Procurement Procedures
 - Policy completely revised.
- 8) Verification of Vendors
 - a check mark will be placed next to the purchase order number will be circled and will be routed in the routine manner.
- 9) Record Retention
 - Financial Records/Reports 7 years or for 3 years from the date of submission of the final expenditure report whichever occurs later.
 - All file information will be retained indefinitely until such time the employee resigns.
- 10) Staff Recruitment
 - 4) Applicants (both internally and externally) will be referred to the local Job Service office to complete an application. Other forms of media will be utilized to attract most suitable applicants for positions.
 - 5) The Executive Assistant or most available person will pick up applications from Job Service after the closing date.
- 11) Reference Check Form
 - 9. Was (is) the applicant punctual? Were there any issues with tardiness or absenteeism? How would you describe the quantity and quality of the employee's work? What were (are) his/her weaknesses on the job? What is your overall assessment of the candidate?
- 12) New Employee Orientation
 - Regular Employee Work Force Safety (Designated Medical Provider)
 - Personnel Policy Manual (hard copy or via website) – Forms which need to be returned:
 - Temporary Employee Work Force Safety (Designated Medical Provider)
 - Personnel Policy Manual (assembled with binder clip via website)
- 13) Employee File Layout
 - Section 3 Designated Medical Provider
- 14) Succession Plan – Head Start/Early Head Start

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- The Head Start/~~Early Head Start Assistant Director~~ Education Coordinator will assume programmatic duties during the planned absence of the Head Start/Early Head Start Director.
 - 1) The Community Action Partnership Executive Director will contact the Head Start/~~Early Head Start Assistant Director~~ Education Coordinator and assign programmatic duties accordingly.
 - 2) If the Head Start/~~Early Head Start Assistant Director~~ Education Coordinator is not available, the Community Action Partnership Executive Director will assign programmatic duties to an appropriate Head Start/Early Head Start designee.
- 15) General Ledger
- ~~Month End~~ Prepaid Expense Allocations
- 16) Contracts and Grants
- 1st paragraph Grant applications, contracts or grants under \$25,000 ~~will may~~ be signed by the person designated in the application.
- 17) Cash Requests
- 1st paragraph Cash requests are used for requesting funds from North Dakota Department of Commerce (NDDOC) and ~~the U.S. Department of~~ Health and Human Services.
 - 4th paragraph Cash requests for ~~the U.S. Department of~~ Health and Human Services are done for the Head Start Early Head Start Program. The Finance Director requests the funds using the Division of Payment Management website. The website controls access through the use of ID numbers and passwords. Cash may be requested on a daily basis and is usually received electronically within 24 hours of ~~requesting them~~ the request.
- 18) Building Capitalization/Expense Procedure
- 1st paragraph Community Action Partnership has elected to depreciate ~~buildings it owns (excluding apartment rental units). Straight line depreciation is used for each building component, and each component has a different useful life.~~ property using the straight line method of depreciation. Equipment and vehicles are depreciated over 5 years, buildings are depreciated over 39 years.
 - 2nd paragraph The depreciation is based on the acquisition cost of the ~~building property~~ or if donated, by its fair market value at the time of donation. The computation of depreciation excludes the cost of land. It also excludes any cost donated by the Federal Government, and any portion of the cost of the ~~building property~~ contributed in satisfaction of a matching requirement.
- 19) Audit of Payee Files
- 1st paragraph ~~Either the Finance Director or the Fiscal Assistant performs the audits. Audits should be conducted by the Finance Director, Fiscal Assistant or Client Services Director.~~
 - 3rd paragraph - ~~that each file contains a Social Security Administration form SG-SSA-11~~
 - 4th paragraph ~~The auditor will need to complete the attached Payee Audit form.~~
- 20) Payee Audit Verification Form
- New attachment
- 21) Travel
- 1st paragraph ~~The employee's supervisor must pre-approve all travel. All employee travel must have supervisory pre-approval.~~
 - 2nd paragraph Supporting documentation for hotel rooms, ~~boarding passes (when traveling by air) and other charges must accompany the travel voucher. or other charges must accompany the travel voucher.~~
 - 3rd paragraph If agency vehicles are unavailable, mileage reimbursement for use of personal vehicles will be paid according to the approved ~~travel reimbursement request. agency travel policy.~~
- ~~1) If an agency vehicle is already going to the destination and there is room in the vehicle, but the employee chooses to use their own vehicle, no mileage or gas reimbursement will be provided.~~

- 2) ~~If no agency vehicle is available and the employee uses their own vehicle, full mileage reimbursement will be provided.~~
 - 3) ~~If the employee is the only one traveling to the destination and chooses to use their own vehicle, they would get .28 cents per mile for reimbursement.~~
 - 5th paragraph If a travel advance is needed, a travel reimbursement request ~~an expense voucher~~ must be approved by the Program Director and submitted to the Fiscal Office five days prior to beginning travel. The remaining balance will be reimbursed when travel is completed and a final ~~travel reimbursement request expense voucher~~ is filled out.
 - 7th paragraph For more information on employee travel, please refer to the Employee Policy Manual and the attached Travel Reimbursement ~~Procedure and~~ Request Form.
- 22) Employee/Client Reimbursement
- New policy
 - New attachments
- 23) Agency Credit Cards
- Policy deleted
- 24) Agency Vendor Cards
- New policy
- 25) Cash Box Policy – Family Planning
- General Protocol 1. ~~At the beginning and end of each shift the front desk receptionist, who is responsible for the cash drawer, will count the funds and balance it each day.~~ The receptionist is responsible for the cash drawer and will count and balance it daily.
 - 3. ~~All checks will be stamped with “For Deposit Only”~~ All checks will be initialed by the receptionist
 - At time of Visit: 2. ~~Checks will be stamped immediately on the back “For Deposit Only”. The amount of the check will be copied onto the deposit ticket, recorded on the day sheet, and placed in the cash drawer.~~ Checks will be verified with the day sheet and deposited by the Fiscal Assistant.
 - 4. A deposit will be made every Friday ~~or the last day of the month.morning or end of week with the detail of all checks recorded on the deposit ticket.~~
 - 5. ~~All cash received should have a duplicate cash receipt noted with one copy given to the client and one kept for the office record.~~
 - 6. Credit card receipts are electronically approved and deposited. Reconciliation of credit card receipts and with the bank record should be done monthly ~~by the Fiscal Assistant.~~
- 26) 403(b) Thrift Plan
- New policy
- 27) Board Recruitment Procedure
- 1) Review agency Board Manual ~~and other pertinent information with the board applicant to include:~~
 - Board Meeting dates
 - North Dakota statewide CAA Map
 - Poverty Income Guidelines
 - Acronyms
 - Organization Chart
 - Board Roster
 - Board Recruitment Procedure, Board Job Descriptions
 - Code of Ethics
 - Conflict of Interest
 - Executive Director Job Description
 - Strategic Plan
 - Bylaws

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- **Personnel Policies**
- 2) Provide a tour of the agency **and overview of Programs.**

With no further recommendations from the committee, Bob Treitline moved to accept the recommended changes and additions to the procedures upon full board approval effective January 1, 2016. Seconded by Joe Armbrust. Motion carried.

BALANCE SHEET: Jim briefly touched on a couple areas on the Agency balance sheet.

OTHER:

- **Cyber Liability** – Jim and Erv discussed Cyber liability insurance.

Erv thanked the Finance Committee for reviewing Fiscal Policies.

With no further items to discuss, **Jon Hendrickson made a motion to adjourn the meeting. Seconded by Bob Treitline.**

Minutes recorded by Connie Lindbo, Executive Assistant.

Jon Hendrickson, Committee Chair

Date