



Community Action Partnership  
Head Start/Early Head Start Policy Council



## Minutes

Early Head Start Multipurpose Room  
338 1<sup>st</sup> St SE, Dickinson, ND 58601  
Date: November 24, 2015  
Time: 4:00 p.m.

- Members Present:** Marreysa Netzer, Allie Dewitt, Dana Whippo, Heidi Trauger, Bethanie Krieg
- Absent:** Claire Schlabsz, Jessica King, Ashley Pollock, Mandy Faulhaber, Kristy Seidel (alt.)
- Via Telephone:** Robin Rivinius
- 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 Heidi Trauger, 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 and to limit conversation to the agenda topic.

**Minutes:** The minutes of the October 20, 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 September 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$401,956.19 with expenditures of \$705,778.81. The September 2015 Community Action Head Start finance report was filed.

The September 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$389,101.45 with expenditures of \$584,380.55. The September 2015 Early Head Start finance report was filed.

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

The Financial Reports were filed.

**CAP Governing Board:** The CAP Governing Board met on November 24, 2015. Robin reported on the highlights. Highlights included: Denise Steinbach, the new Client Services representative, was introduced. Community Action Partnership's revenue went down 8%; they lowered expenses by 10%. They approved the CSBG grant, reviewed the inventory list, received an update on the CAP Strategic Plan, approved Personnel policy changes and approved the Head Start and Early Head Start policies. Community Action is working on housing projects.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Approval of 2015-2016 Policy Council Representatives:** Heidi Trauger reported that she validated the Policy Council ballots for the election of the Policy Council Parent representatives. Dana moved to approve Kristy Seidel (Jolene's Head Start classroom), John Cichy (Jessica's Head Start classroom) and Allie Dewitt (Early Head Start Center) as Policy Council Parent Representatives for 2015-2016. Marreysa seconded the motion. The motion carried.

**Approval of Budget Revision Amendment for 2015-2016:** Jennifer Braun, Head Start/Early Head Start Director, reported that we would like to revise the 2015-2016 budget. Her recommendation was to move \$40,800 from Personnel salaries and fringe benefits to equipment to purchase two new cars for home visitors in the Early Head Start budget. Action was requested. Marreysa moved to approve the Early Head Start budget revision amendment for 2015-2016, as presented. Allie seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Teaching Assistant Substitute:** Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Brixona Simpson as a Head Start/Early Head Start teaching assistant substitute. Allie moved to approve the hire of Brixona Simpson as a Head Start/Early Head Start teaching assistant substitute. Marreysa seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Home Visitor:** Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Mechelle McFarland as a part-time Head Start/Early Head Start home visitor. Brittany moved to approve the hire of Mechelle McFarland as a part-time Head Start/Early Head Start home visitor. Marreysa seconded the motion. The motion carried.

**Community Action Partnership Audit Report:** Erv Bren, Community Action Partnership Director, reviewed the Community Action Partnership Audit Report. Bethanie moved to approve the Community Action Partnership Audit Report. Allie seconded the motion. The motion carried.

**Personnel Policy Change:** Erv Bren, Community Action Partnership Director, reviewed the recommended change in the Personnel Policy. His recommendation was to increase the percentage of insurance premiums paid by Community Action for employees that work 30-36 hours a week to 85% instead of 80% due to the Affordable Care Act, as of January 2015, employees cannot pay more than 9 ½ % of their gross salary for single health coverage. Discussion followed.

Allie moved to approve the Personnel Policy change which would increase the percentage of insurance premiums paid by Community Action for employees that work 30-36 hours a week to 85% in the Personnel policies, as presented. Dana seconded the motion. The motion carried.

**Community Action Partnership Annual Report:** Ery Bren, Community Action Partnership Director, distributed copies of the 2014-2015 Community Action Partnership Annual Report.

### **First Reading of Policies:**

**Convicted Offenders Policy:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Convicted Offenders Policy. The suggested change was changing Community Action Head Start/Early Head Start Director to Head Start Education Coordinator in the last paragraph of the policy since the new Director, Jennifer, is not affiliated with the school district. The Head Start Education Coordinator is affiliated with the school district.

Marreysa moved to approve the Convicted Offenders policy for first reading approval, as presented. Allie seconded the motion. The motion carried.

### **Work Plans**

**Transportation Work Plan:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Transportation Work Plan. Changes included: changing Assistant Director to Family Partnership Coordinator, the Family Partnership Coordinator will supervise the transportation program, problems with the bus should be reported immediately to the Family Partnership Coordinator and to Harlow's mechanic.

Dana moved to approve the Transportation Work Plan for first reading approval, as presented. Bethanie seconded the motion. The motion carried.

**Family Partnership Work Plan:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Family Partnership Work Plan. Changes included: changing Assistant Director to Family Partnership Coordinator, Family Partnership staff will continuously meet with families throughout the year and develop an ongoing Family Plan, community resources will be shared monthly in the Head Start and Early Head Start newsletters.

Marreysa moved to approve the Family Partnership Work Plan for first reading approval, as presented. Dana seconded the motion. The motion carried.

**Community Partnerships Work Plan:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Community Partnerships Work Plan. Changes included: changing Assistant Director to Family Partnership Coordinator or to Education Coordinator, deleting the childcare state committee, and changing WDP&FRC to West Dakota Parent and Family Resource Center.

Dana moved to approve the Community Partnerships Work Plan for first reading approval, as presented. Marreysa seconded the motion. The motion carried.

**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, Program Specialist Update, Recommendations for Community Members, Update Contact Information and Meeting Day and Time Survey. Highlights included: Head Start had 129 children during the month of October. Head Start is still under enrolled. Dental Day was held in November with Dr. Sam Sticka coming to Early Head Start. Fatherhood night was held in October with a program on Fire Safety. Southwest Health District has been doing screenings at Head Start. Tom Schafer, bus driver, submitted his resignation. We are

looking for a bus driver. Our Regional Head Start/Early Head Start Specialist resigned. He moved to a Region 7. We are still waiting on a decision regarding our enrollment reduction request for Head Start. Six people have submitted Policy Council Candidate forms to run for Policy Council Community Representatives. Three of them are non Head Start parents with children enrolled in the Early Childhood Center. Ballots will be sent out on Monday. We will elect three Community Representatives and three alternates. Policy Council Contact Information was distributed and updated by members. A Meeting Day and Time survey was distributed. The Director's Report was filed.

### **Committee Reports**

**Health Services Advisory Committee Minutes:** A Health Advisory Committee meeting was held on October 26, 2015. Our health and nutrition program goals, safe sleep procedure, short term exclusion guidelines, EPSDT requirements, Dental Day, dental emergency and hearing and vision screenings were shared with committee members. Input was requested.

**Parent Committee Minutes:** Minutes from the Head Start Center Base Parent Committee meeting and Early Head Start Parent Committee meeting were reviewed. The program included information on the Community Action Partnership's Individual Development Account ( IDA) program.

### **Reports from Community Members**

Robin reported that the KIDS Program is still very busy.

### **Announcements:**

- Policy Council members were reminded to complete their inkind, travel and child care reimbursement forms.
- Next meeting date: The next Policy Council meeting will be held on **Tuesday, December 15, 2015, at 4 pm**. The meeting will be held in the Early Head Start multipurpose room, 338 1<sup>st</sup> St SE, Dickinson, North Dakota.

**Adjournment:** The meeting was adjourned at 5:15 pm.

### **Submitted by:**

\_\_\_\_\_  
Dana Whippo, Secretary

\_\_\_\_\_  
Date