



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 22, 2016  
Time: 4:00 p.m.

**Members Present:** Marreysa Netzer, Claire Schlabsz (alt), Dana Whippo (alt.), Tara Nielsen, Krysten Byrd, Marquetta Threlkeld, Risper Chuma

**Absent:** Allie Dewitt, Stacey Kuntz, Robin Rivinius, Brooke Roquet, Rudie Swanson

**Via Telephone:** Dana Nagle, Kristy Seidel

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

**Nonvoting Present:** None

**Guests Present:** None

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Marreysa Netzer, Policy Council Treasurer, at 4 p.m.

**Introductions were made.**

**Formula and Diaper Drive and Herbergers Community Days:** Jennifer thanked Claire for organizing the Formula and Diaper Drive and Dana for coordinating the Herbergers Community Days fundraisers which will be used for families experiencing family emergencies. The donated formula and diapers were displayed at the meeting. Claire and Dana reported that they raised approximately \$1,100 plus whatever Herbergers donates. Claire said that she plans to extend the Formula and Diaper Drive until Christmas break. She will post it again on Face Book.

**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. She reminded members to turn off their cell phones during the meeting. Things not on the agenda should be discussed after the meeting.

**Minutes:** The minutes of the October 18, 2016, meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Marreysa Netzer, Treasurer, reviewed the Financial Reports.

The September 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$357,492.97 with total expenditures of \$750,242.03. The September 2016 Community Action Head Start Finance Report was filed.

The September 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$356,002.68 with total expenditures of \$617,479.32. The September 2016 Community Action Early Head Start Finance Report was filed.

**USDA Reimbursement:** Jennifer shared the October 2016 USDA report. The USDA report was filed.

The Financial Reports were filed.

**CAP Governing Board:** Erv reported on the CAP Governing Board meeting which was held this morning. Highlights included: The annual Community Action audit. He reviewed the audit in detail. Copies were available to review. There were no significant deficiencies or noncompliant issues. Approval of the Audit Report will be added to the agenda.

#### **Unfinished Business:**

##### **Second Reading of Policies**

**Child Care and Travel Voucher Policy:** Jennifer reported on the suggested changes. Suggested changes include: the new Performance Standard number.

Dana W moved to approve the Child Care and Travel Voucher Policy for second reading approval. Dana N seconded the motion. The motion carried.

**Education Staff Qualifications and Development Procedure:** Jennifer reported on the suggested changes. Suggested changes include: the new Performance Standard number and objective.

Claire moved to approve the Education Staff Qualifications and Development Procedure for second reading approval. Dana N seconded the motion. The motion carried.

**Fundraising Guideline for Parent Committees policy:** Jennifer reported on the suggested changes. Suggested changes include: adding Early Head Start under the objective. Delete complete a Community Action Partnership Head Start or Early Head Start Fundraising application and add “inform the Head Start/Early Head Start Director and Policy Council of their plan, either verbally or in writing, and it will be approved by the Community Action Partnership (CAP) Executive Director. Delete be approved by the Head Start Director.

Claire moved to approve the Fundraising Guideline for Parent Committees policy for second reading approval. Dana W seconded the motion. The motion carried.

#### **New Business:**

**Approval of CAP Financial Audit Report:** Claire moved to approve the CAP Financial audit report. Dana W seconded the motion. The motion carried.

**Approval of 2016-2017 Policy Council Parent Representatives:** Jennifer reported that Tara Nielsen was elected to Jodi’s Head Start classroom, Kristy Seidel to Jolene’s Head Start classroom, Krysten Byrd to Marisa’s Head Start classroom, Marquetta Threlkeld to Kim’s Hettinger County Classroom, Risper Chuma and Brooke Roquet to the Early Head Start Center and Rudie Swanson to the EHS Home Base.

Marreysa validated the Policy Council ballots for the election of the Policy Council Parent representatives.

Dana W moved to approve Tara Nielsen( Jodi’s Head Start classroom), Kristy Seidel (Jolene’s Head Start classroom), Krysten Byrd (Marisa’s Head Start classroom), Marquette Threlkeld (Kim’s Hettinger County Classroom), Risper Chuma and Brooke Roquet (Early Head Start Center) and Rudie Swanson (EHS Home Base) for 2016-2017 Policy Council Parent Representatives. Claire seconded the motion. The motion carried.

**Approval of 2016-2017 Policy Council Community Representatives:** Jennifer reported that Stacey Kuntz, Dana Nagle, Renae Ekstrand and Paige Worley were elected 2016-2017 Policy Council Community Representatives. Marreysa validated the Policy Council ballots for the election of the Policy Council Community representatives.

Marquette moved to approve Stacey Kuntz, Dana Nagle, Renae Ekstrand and Paige Worley for the 2016-2017 Policy Council Community Representatives. Kristy seconded the motion. The motion carried.

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

**Convicted Offender Policy:** Jennifer reported on the suggested changes. Suggested changes include: the new Performance Standard number.

Marquette moved to approve the Convicted Offender Policy for first reading approval. Dana N seconded the motion. The motion carried.

**Immunization Policy:** Jennifer reported that this is a new policy. We are required to have an immunization policy because of the new performance standards. The performance standard states that we must follow our state’s immunization guidelines. North Dakota’s immunization guidelines state that children must be up-to-date on their immunizations (EPSDT schedule). If a child is not up-to-date by the November 7 deadline, they have 30 days to get up-to-date or they cannot attend school unless they have a note from their Doctor with their appointment date. Parents do have the option to sign a waiver/declination if they do not immunize their child because of their religious, or philosophical beliefs. Claire moved to approve the Immunization Policy for first reading approval. Marquette seconded the motion. The motion carried.

**Work Plans:** Jennifer reviewed the Program Governance, Human Resources and Management Work Plans and the suggested changes.

**Program Governance Work Plan:** Suggested changes include: added an acronym list, added part 1301, and changes to meet the new performance standard changes.

Dana W moved to approve the Program Governance Work Plan for first reading approval, as presented. Risper seconded the motion. The motion carried.

**Human Resources Work Plan:** Suggested changes include: added the new performance standard, added subpart I, added an acronym list, and changes to meet the new performance standard changes. Risper moved to approve the Human Resources Work Plan for first reading approval, as presented. Marquette seconded the motion. The motion carried.

**Management Work Plan:** Suggested changes include: added the new performance standard, added an acronym list, and changes to meet the new performance standard changes.

Claire moved to approve the Management Work Plan for first reading approval, as presented. Risper seconded the motion. The motion carried.

**Director’s Report:** Jennifer Braun, Head Start/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, Updated Community Assessment, NCECHW Health Active Living Learning Collaborative, QRIS Information and Date/Time of Policy Council Meetings Survey. Highlights included: Head Start and Early Head Start were under enrolled in October. Jennifer reported that we have children on the Early Head Start wait list but they want the EHS Center, not Home Base. Dental day was held in October. Resignations were received from Katelyn Maher, home visitor, and Sarah Monke, Family Partnership. The NCECHW Health Active Living Learning Collaborative grant was denied. The QRIS information was reviewed. Concerns include: if we would be required to be licensed, we would have to get licensed in Dickinson, Mott and Rhame and follow their licensing discrepancies plus education requirements. Other concerns are the infant toddler environmental rating scale and classroom teacher observations. The day and meeting time survey was passed around. The Director’s report was filed.

**Director’s Monthly Information:** Dana W moved to table the Director’s monthly information until the December meeting. Claire seconded the motion. The motion carried.

**Parent Committee:** There were no Parent Committee Minutes.

**Reports from Community Members:**

Claire reported that the Formula and Diaper Drive was well received. Businesses donated money since they can use it as a tax deduction. She plans to continue the drive until Christmas. Dana W reported that the DSU Science day is scheduled on Saturday, December 3. The topic is: Star of Bethlehem. She will email Karen the flyer to send to Policy Council members.

**Announcements:** Policy Council members were reminded to fill out their inkind forms, travel and childcare reimbursement forms.

**Next meeting:** The next Policy Council meeting is scheduled on Tuesday, December 13 at 4 pm.

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

**Submitted by:**

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Kristy Seidel, Secretary

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Date