



Community Action Partnership
 Head Start/Early Head Start Policy Council
Minutes



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

Date: December 13, 2016

Time: 4:00 pm

Members Present: Allie Dewitt, Claire Schlabsz (alt), Dana Whippo (alt.), Stacey Kuntz, Tara Nielsen, Risper Chuma, Rudie Swanson, Renae Ekstrand, Paige Worley

Absent: Brooke Roquet, Marreysa Netzer, Kristy Seidel, Krysten Byrd

Via Telephone: Dana Nagle, Marquetta Threlkeld, Robin Rivinius

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

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 pm.

Introductions were made.

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

Minutes: The minutes of the November 22, 2016, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer, Head Start/Early Head Start Director, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2016, through January 31, 2017.

The October 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$238,174.21 with total expenditures of \$869,560.79. Dickinson Public Schools will be reimbursing us for some of the expenses. The October 2016 Community Action Head Start Finance Report was filed.

The October 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$288,228.94 with total expenditures of \$685,253.06. The October 2016 Community Action Early Head Start Finance Report was filed.

The Finance Committee will continue to closely monitor the Head Start and Early Head Start budgets. They have put a freeze on purchasing nonessential items the past few months.

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

The Financial Reports were filed.

CAP Governing Board: Robyn reported on the CAP Governing Board meeting which was held November 22. Highlights included: They reviewed the audit report. There were no major findings. They approved the Head Start/Early Head Start continuation grant, the Community Services Block grant and the Weatherization grant. Officers were elected. Governing Board members were recognized for Years of Service. Joe Armbrust has served on the Governing Board for 40 years. Erv Bren, CAP Director, has been with Community Action for 40 years and has served as the Director for 20 years. Joshua Franken has been hired as the new Weatherization/Housing Director. Ray Sand has been hired as the new Weatherization Estimator/Housing Assistant. CAP will be using a new client data tracking software starting January 1. The Governing Board Chair recognized Early Head Start for how far they have come and said that he appreciates how our Head Start and Early Head Start programs function and serve our families.

Unfinished Business:

Second Reading of Policies

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

Clair moved to approve the Convicted Offender Policy for second reading approval. Marquetta 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 clinic 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. Dana N moved to approve the Immunization Policy for second reading approval. Dana W 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.

Clair moved to approve the Program Governance Work Plan for second reading approval, as presented. Whisper seconded the motion. The motion carried.

Human Resources Management 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.

Stacey moved to approve the Human Resources Work Plan for second reading approval, as presented. Renae 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.

Paige moved to approve the Management Work Plan for second reading approval, as presented. Whisper seconded the motion. The motion carried.

New Business

Approval off Policy Council Officer Elections: Jennifer reviewed the officer job descriptions. Policy Council members were asked if they would be interested in serving in any of the officer positions. Discussion followed.

The following Policy Council members agreed to serve as officers: Stacey Kuntz, Chair; Marquetta Threlkeld, Vice Chair; Paige Worley, Secretary and Dana Nagle, Treasurer.

Policy Council Chair: Claire moved to nominate Stacey Kuntz as the Policy Council Chair. Dana N seconded the motion. The motion carried.

Policy Council Vice Chair: Dana W moved to nominate Marquetta Threlkeld as the Policy Council Vice Chair. Risper seconded the motion. The motion carried.

Policy Council Secretary: Renae moved to nominate Paige Worley as the Policy Council Secretary. Rudie second the motion. The motion carried.

Policy Council Treasurer: Stacey moved to nominate Dana N as Policy Council Treasurer. Paige seconded the motion. The motion carried.

Policy Council members that were present at the meeting voted by secret ballot. Allie, Policy Council Chair, validated the ballots.

Dana W moved to approve Stacey Kuntz as the Policy Council Chair, Marquetta Threlkold as Policy Council Vice Chair, Paige Worley as Policy Council Secretary, and Dana N as Policy Council Treasurer for 2016-2017. Tara seconded the motion. The motion carried.

New officers were congratulated and thanked for agreeing to serve as 2016-2017 Policy Council officers. Officer job descriptions were distributed and signed. Officer orientation will be held prior to the January Policy Council meeting.

First Reading of Policies: There were no policies for first reading.

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, and Date/Time of Policy Council Meetings Survey. Highlights included: Head Start was fully enrolled in November with 128 children. Early Head Start was under enrolled by two children in November. Parents are applying for the EHS Center, not home base. She reviewed the Head Start CLASS scores. Head Start will be observed by the Office of Head Start this year in CLASS. Five Head Start teaching assistants started working on their CDA. They have two years to complete their CDA after they are hired. Misty, our Health Coordinator, has been diligently working with families to get up-to-date on their immunizations. The meeting day and time survey was passed around to get input from the new members. Jennifer will let Policy Council members know the results and the January meeting date and time this week. The Director's Report was filed.

Director's Monthly Information: Jennifer reviewed the History of Head Start/Early Head Start monthly training information. Head Start was started in 1965 and has expanded since its inception. Community Action wrote their first Head Start grant in 1991. They expanded to Billings County, Dunn County and Hettinger County in 1993. There have been several increases and decreases in funding over the years. Our funded enrollment has been adjusted over the years. We received ARRA funding for the EHS grant in 2009 and the Early Head Start Center building opened its doors to age 0-3 children in November of 2012. The new Head Start performance standards want all Head Start programs to be at 1,020 hours for every child, for a minimum of eight months starting in August of 2021. CAP Head Start plans to write a waiver in order to continue our partnership with the Dickinson Public Schools.

Parent Committee: Minutes from the Early Head Start and Head Start parent meetings and the Home Base meeting were included in the meeting packet.

Reports from Community Members: There were no reports from Community Members.

Announcements:

- Policy Council members were reminded to fill out their in kind forms, travel and childcare reimbursement forms.
- Copies of the 2016 Head Start/Early Head Start Annual Report were distributed.
- Formula and Diaper Drive – Jennifer thanked Policy Council members for organizing the Diaper and Formula drive for families that are in emergency situations. A photo of the Diapers and Formula that has been collected was shown on the screen. Donations will be accepted up until December 23 and later. Claire informed members that she is serving on two committees that may provide some assistance to Head Start and Early Head Start in the future.

Next meeting: The next Policy Council meeting date and time is To Be Decided. Jennifer will contact Policy Council members after reviewing the Meeting Day Date and Time survey.

Adjournment: The meeting was adjourned at 5:07 pm.

Submitted by:

Kristy Seidel, Secretary

Date