



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: May 25, 2017

Time: 4:30 p.m.

**Members Present:** Stacey Kuntz, Paige Worley, Renae Ekstrand

**Members via Telephone:** Dana Nagle, Risper Chuma

**Absent:** Marquetta Threlkeld, Samantha Davis, Brooke Roquet, Rudie Swanson, Kristy Seidel, Robin Rivinius (Governing Board Rep)

**Nonvoting Present:** None

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

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Stacey Kuntz, Policy Council Chair, at 4:30 p.m.

**Minutes:** The minutes of the April 25, 2017, meeting were reviewed. There were no changes. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Dana Nagle, Treasurer, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2017, through January 31, 2018.

The March 2017 Community Action Head Start Financial Report was reviewed. The total remaining in the grant is \$894,413.74 with total expenditures of \$232,936.26. The March 2017 Community Action Head Start Finance Report was filed.

The March 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$859,874.82 with total expenditures of \$130,708.18. The March 2017 Community Action Early Head Start Finance Report was filed.

**USDA Reimbursement:** Dana shared the April 2017 USDA report. The USDA report was filed.

The Financial Reports were filed.

**CAP Governing Board:** The Governing Board meeting was held on May 23, 2017. Erv Bren, CAP Executive Director, shared highlights from the meeting. Highlights included: Policy Council members are invited to the annual Governing Board meeting and Board training on July 25 at the Life Skills Center in Medora. Members should let Jennifer, Karen or Connie know in advance if they plan to attend. Community Action is doing a Needs Assessment for their Community Services Block grant. They approved the Policy Council policies and reviewed and approved the Personnel Policy recommendations. The Governing Board approved Brady Martz as the agency auditor for the next three years.

## **Unfinished Business:**

### **Second Reading of Policies**

**Intake Procedure:** Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Changes include: updated the performance standard, added “or phone interview,” added a child is considered income eligible if anyone in the family is receiving Public Assistance, such as TANF or SSI payments. Income does not need to be verified, but proper documentation from the county social service agency is required, deleted “or Caring for Children Program” and deleted “or C.H.I.P.,” added CFR 1302.12 and CFR 1305.2, CFR 302.12(I), CFR 1302.13(m) and 1302.13(m)(4). They took out some health insurance language.

Paige moved to approve the Intake Procedure for second reading approval. Renae seconded the motion. The motion carried.

**Program Planning and Timeline:** Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. The Program Planning Procedure is a guide for the Director. The suggested changes include: updated performance standard and moving topics to different months/meetings to reflect current practice.

Renae moved to approve the Program Planning and Timeline for second reading approval. Paige seconded the motion. The motion carried.

**Staff Income Determination and Verification Acknowledgement Form:** Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: updated the performance standard.

Renae moved to approve the Staff Income Determination and Verification Acknowledgement form for second reading approval. Paige seconded the motion. The motion carried.

**Immunization Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: added “When a child is unable to get an immediate appointment for immunizations, the parent will provide Head Start or Early Head Start with a record of the child’s upcoming appointment, either by bringing it into the center or having the clinic fax it to the center. The child may attend at the center or home visits will continue during the original 30 days of the parent/guardian working to get the child up to date on their immunizations. If the child misses the scheduled appointment for any reason, that child will be excluded from the program until the immunizations have been received. If chronic absenteeism persists (the child has been absent from the center or has not made a visit with their home visitor for 30 days) the child’s slot must be considered an enrollment vacancy. Jennifer explained that if a child has a note from the Doctor with an appointment date or the parent signs a Declination, the child is allowed to attend.

Paige moved to approve the Immunization policy for second reading approval. Renae seconded the motion. The motion carried.

### **Work Plans**

**Education and Disabilities Work Plan:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Education and Disabilities Work Plan and the suggested changes. Suggested changes include: updated performance standards and framework, deleted objective #5, added objective #10, deleted objective #12, added objective #13, deleted objective #26, added objective #2, added objective #29, and added objective #35.

Renae moved to approve the Education and Disabilities Work Plan for second reading approval, as presented. Paige seconded the motion. The motion carried.

**New Business:**

**Approval of Community Action Partnership Personnel Policies:** Erv Bren, Community Action Partnership Executive Director, reported on the suggested changes. A copy of the Personnel Committee Minutes with the proposed changes was included in the meeting packet. Highlights include: Employee status is actual hours worked, they reworded their mission, and made revisions to the FMLA section. CAP staff will work with employees regarding which FMLA forms should be completed. They will communicate regularly with the employee regarding how many FMLA leave hours they have used and how many hours they have remaining. Also, they will keep employees informed regarding their benefits and the employee's responsibility after they use 12 weeks of FMLA leave. Employees can't use personal leave with FMLA. New employees don't qualify for FMLA. Cell phone was changed to mobile devices and they added electronic cigarettes. The Personnel Committee meeting minutes from May 4, 2017, are attached to the minutes as Attachment A.

Paige moved to approve the Community Action Partnership Personnel policy changes, as presented. Renae 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 Trasa Diem as a Head Start/Early Head Start Home Visitor. She gave a brief bio on Trasa.

Renae moved to approve the hire of Trasa Diem as a Head Start/Early Head Start Home Visitor. Paige seconded the motion. The motion carried.

**Approval of 0-100% Income Eligible Head Start Children for 2017-2018:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the income eligible guidelines (0-100%) for 2017-2018. Paige moved to accept all Income Eligible children at 0-100% for the 2017-2018 Head Start Program year. Renae seconded the motion. The motion carried.

**First Reading of Policies:**

**Homeless Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: updated the performance standard, added "Section 725(2) of the McKinney-Vento Act Homeless Assistance Act at 42 U.S.C. 11434a (2)." This policy outlines how we enroll homeless families and the definition of homeless.

Renae moved to approve the Homeless policy for first reading approval. Paige seconded the motion. The motion carried.

**Confidentiality Policy and Agreement:** Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. There were no changes on the Confidentiality Policy. Suggested changes on the Confidentiality Agreement include: updated the performance standard and added "to Policy Council members."

Paige moved to approve the Confidentiality policy and Agreement for first reading approval. Renae seconded the motion. The motion carried.

**Education Staff and Qualifications Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: updated the Performance standard and the performance objective, added "Early Head Start" to section c. and added "with a focus on infant and toddler development" on section d.

Renae moved to approve the Education Staff and Qualifications policy for first reading approval. Paige seconded the motion. The motion carried.

**Impasse-Internal Dispute Resolution Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: updated the performance standard and objective and added “If the Impasse Committee cannot reach a resolution within 30 days, and the impasse continues, the Governing Board and the Policy Council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute,” and added “mediator.”

Paige moved to approve the Impasse-Internal Dispute Resolution policy for first reading approval. Renae seconded the motion. The motion carried.

**Self Assessment Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: they added all program coordinators are required to be on every self-assessment team, and defined the representation from Head Start and Early Head staff to aid in operating costs.

Renae moved to approve the Self Assessment policy for first reading approval. Paige seconded the motion. The motion carried.

**Transportation Policy, Child Abuse and Neglect Policy, Child Care and Travel Vouchers, Fundraiser Guidelines Procedure, Parents Rights and Responsibilities and Step Parents and Nonresidential Parents’ Rights Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported that the only change to these policies is the Performance Standard or no change so we can do them in one motion.

Paige moved to approve the Transportation policy, Child Abuse and Neglect policy, Child Care and Travel Vouchers, Fundraiser Guidelines Procedure, Parents Rights and Responsibilities and Step Parents and Nonresidential Parents’ Rights policy for first reading approval, as presented. Renae seconded the motion. The motion carried.

## **Work Plans**

**Health and Safety Work Plan:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Education and Disabilities Work Plan and the suggested changes. Suggested changes include: updated the performance standard, deleted or renamed some of the forms, they deleted things we don’t do, and deleted the Child Abuse Prevention campaign.

Renae moved to approve the Health and Safety Work Plan for first reading approval, as presented. Paige 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, Staff Resignations/Changes, EHS Center Hour Change, Dickinson Area Community Foundation Grant Recipient, COLA Grant Update, CACFP Review Letter and next Policy Council meeting. Highlights included: Head Start was fully enrolled in April. Early Head Start was under enrolled in April. They should be fully enrolled in May. Dickinson Public Schools is adding an additional classroom in the Early Head Start building next year. They will have an additional morning and afternoon class. Staff resignations include: Lisa Soukop (Early Head Start teacher), Katie Koppenstein (Head Start teaching assistant), and Kaila Brown (Head Start teaching assistant). Kaila will move from a teaching assistant to a teaching assistant substitute next fall. The Early Head Start Center hours will be changing starting July 10 to 8 am to 3:30 pm Monday through Friday to allow for coaching with teachers. Family Partnership staff notified the Early Head Start families a month ago. We received a grant award of \$5,500 from the Dickinson Community Foundation for car seats if parents can’t afford a car seat, etc. Jennifer and Carolyn will provide car seat education to parents on how to pick out the proper car seat and teach them how to install the car seat properly. Head Start and Early Head Start families will be targeted first. She doesn’t know the status of the COLA grant which is a cost of living

adjustment. It will depend on the president’s budget. A letter from the North Dakota Department of Public Instruction regarding the Child and Adult Care Food Program review was reviewed. Our program was reviewed on May 11, 2017. Two deficiencies were identified in our Program operation. We can only claim two large meals in a day. If you claim three meals in a day one of the meals must be a snack. Self-monitoring must be done at least three times at each site within the program year. This includes Dickinson, Bowman, Rhame and Hettinger County. They have a plan to address the deficiencies. The next Policy Council meeting has been moved to Thursday, June 29 at 4:30 pm. The Director’s report was filed.

**Parent Committee:** Parent Committee meeting minutes from the April 10 Rhame Parent Committee meeting and the May 15 Hettinger County Parent Committee meeting were reviewed.

**Reports from Community Members:**

Rena reported that the Early Childhood endorsement is going away because of legislative changes related to the teacher shortage. Teachers can take the praxis test if they have a license in another area without taking the classes. She said that teacher preparation programs have to redo their curriculum in order to adequately prepare them. The Early Childhood endorsement is offered online.

Paige reported that Social Service offices will be taken over the by state in the future because of funding changes. Currently they are county employees. She stated that they currently have 110 open cases right now.

Stacey reported that the KIDS Program is getting more and more kids. She stated that more babies are being born, and that even with the oil slow down the problems with drugs and mental health issues have gotten worse.

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

**Next meeting:** The next Policy Council meeting date and time is scheduled on June 29, 2017, at 4:30 pm.

**Adjournment:** The meeting was adjourned at 5:45 pm.

**Submitted by:**

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Paige Worley, Secretary

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Date