



Community Action Partnership
Head Start/Early Head Start Policy Council

Minutes

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

Date: June 19, 2018

Time: 4:00 p.m.

Members Present: Deborah Fortner, Allie Dewitt, Shanon Hayden, Paige Worley, Samantha Jo Davis, Bridget Miller (Allie Dewitt is now a voting member representing Emily's Head Start classroom since Alexis Foster is no longer a Policy Council member.)

Members via Telephone: Nikki Baer

Absent: Renae Ekstrand, Dana Nagle, LaKrisha Augare

Nonvoting Present: None

Staff Present: Jennifer Braun (Head Start/Early Head Start Director), Connie Lindbo (CAP Executive Assistant), Taylor Krieg (EHS Education Coordinator), Karen Heidt, Administrative Assistant

Guest Present: None

Quorum Met: Yes

Call to Order: The meeting was called to order by Jennifer Braun, HS/EHS Director, Policy Council Chair, at 4 p.m. since the chair was absent.

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.

Introductions were made.

Minutes: The minutes of the May 22, 2018, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Bridget Miller, Treasurer, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2018, through January 31, 2019.

The April 2018 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$782,920.06 with total expenditures of \$355,522.94. The April 2018 Community Action Head Start Finance Report was filed.

The April 2018 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$742,264.08 with total expenditures of \$257,989.92. The April 2018 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Bridget shared the May 2018 USDA report. The USDA report was filed.

CAP Credit Card Statement: There was no CAP Credit Card Statement this month.

The Financial Reports were filed.

CAP Governing Board: Paige Worley (Shared Governing Board Rep) and Connie Lindbo (Executive Assistant) reported that the CAP Governing Board annual meeting and training will be held July 24 in Medora. The annual meeting is scheduled from 10 am-12 noon, followed by lunch and a training from 1 pm-4 pm. The training will be on CSBG compliance issues and CSBG organizational standards. Policy Council members are invited to the meeting. They should let Connie know one week in advance if they plan on attending. Note: The July Policy Council meeting is scheduled on Tuesday, July 17.

Unfinished Business:

Second Reading of Policies:

Early Head Start Center Based Eligibility Points: Jennifer reported on the suggested changes in the Early Head Start Center Based Eligibility Points. Suggested changes include: changing “Work/school scheduled hours takes place outside of the home - 10 points and work/school hours are anywhere between 7 am - 7 pm - 10 points.” Family Partnership staff recommended that parents receive more points if they work outside the home or go to school outside the home and if their work is between 7 am and 7 pm since it fits the Center’s schedule.

Shanon moved to approve the Early Head Start Center Based Eligibility Points for second reading approval. Paige seconded the motion. The motion carried.

Child Abuse and Neglect Policy: Jennifer reported on the suggested changes in the Child Abuse and Neglect policy. Suggested changes include: deleting “following staff observation of concern, a Child Abuse Report (form SFN 960) must be completed and filed immediately.” They added “Per North Dakota law chapter 50-25.1-03.1, all photographs and/or other visual images must be taken by law enforcement officials, physicians, or medical facility professionals. Photos are not allowed to be taken and submitted by an Early Childhood Center/CAP Head Start/Early Head Start staff. If a staff member would like a photo taken, the staff member must contact the local social service agency and/or law enforcement to come and take the photograph.”

Deborah moved to approve the Child Abuse and Neglect Policy for second reading approval. Samantha seconded the motion. The motion carried.

Child Care and Travel Vouchers: Jennifer reported that there were no suggested changes in the Child Care and Travel Vouchers.

Shanon moved to approve the Child Care and Travel Vouchers for second reading approval. Paige seconded the motion. The motion carried.

Confidentiality Policy and Agreement: Jennifer reported on the suggested changes in the Confidentiality Policy and Agreement. Suggested changes include: updating the performance standard number, and adding “All Head Start and Early Head Start child files are kept for seven years from the

date the child leaves the program.” in the Confidentiality policy. There were no changes to the Confidentiality Agreement.

Deborah moved to approve the Early Confidentiality Policy and Agreement for second reading approval. Bridget seconded the motion. The motion carried.

Fundraiser Guidelines Procedure: Jennifer reported that there were no suggested changes in the Fundraiser Guidelines Procedure.

Deborah moved to approve the Fundraiser Guidelines Procedure for second reading approval. Samantha Jo seconded the motion. The motion carried.

Impasse-Internal Dispute Resolution Policy: Jennifer reported that there were no suggested changes in the Impasse-Internal Dispute Resolution Policy.

Shanon moved to approve the Impasse-Internal Dispute Resolution Policy for second reading approval. Allie seconded the motion. The motion carried.

Parents Rights and Responsibilities: Jennifer reported on the suggested changes in the Parents Rights and Responsibilities policy. Suggested changes include: updating the Performance Standard number, deleting personal and adding individual child goals.

Paige moved to approve the Parents Rights and Responsibilities policy for second reading approval. Deborah seconded the motion. The motion carried.

Step Parent and Nonresidential Parents’ Rights: Jennifer reported on the suggested changes in the Step Parent and Nonresidential Parents’ Rights policy. Suggested changes include: deleting “for divorces that have occurred since August 1, 2009.”

Samantha Jo moved to approve the Step Parent and Nonresidential Parents’ Rights policy for second reading approval. Bridget seconded the motion. The motion carried.

New Business

Acceptance of Head Start Children for Fall at Over Income: Jennifer reviewed the over income guidelines for 2018-2019. She reported that there are three children to accept (seven over income children are returning).

Shanon moved to accept the over income Eligible children for the 2018-2019 Head Start Program year. Samantha Jo seconded the motion. The motion carried.

Approval of 101%-130% Income Eligible Head Start Children for 2018-2019: Jennifer reviewed the income eligible guidelines (101%-130%) for 2018-2019. She reported that there are 19 101%-130% income eligible children.

Deborah moved to accept all Income Eligible children at 101-130% for the 2018-2019 Head Start Program year. Samantha Jo seconded the motion. The motion carried.

Approval of Medically Underserved Poverty Guidelines Percentage: Jennifer reviewed the Medically Underserved Poverty Guidelines Percentage. Her recommendation was to set the medically underserved poverty guidelines percentage at 175% of the poverty level.

Deborah moved to approve the Medically Underserved guidelines (up to 175%) for the 2018-2019 Head Start Program year. Shanon seconded the motion. The motion carried.

First Reading of Policies

Grievance Policy: Jennifer reported that there were no suggested changes in the Grievance policy. Shanon moved to approve the Grievance policy for first reading approval. 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 Changes/Resignations, NOA Continuation Grant Remaining Funds and ACF-PI-HS-18-04: Full Enrollment Initiative. Highlights included: Head Start only had 10 children leave during this school year. They ended the month of May fully enrolled. Early Head Start had eight children leave in May. Early Head Start was also fully enrolled in May. The COLA grant adjustment has been submitted to the Head Start office. We received the continuation grant notification award for Head Start/Early Head Start’s second half of funding. Resignations were received from Kelsey Dukart, Early Head Start infant/toddler teacher. Laura Brinster was hired as an Early Head Start infant/toddler teacher. She was previously working as a substitute teacher. She reviewed enrollment guidelines from the OS initiative.

Parent Committee: There were no Parent Committee Meeting minutes.

Reports from Community Members: Paige reported that they are very busy at Social Services.

Reports from Other Policy Council Members: Allie and Deborah reported that they had to cancel their Autism Awareness event last Saturday, June 16. They are looking for a venue to set up their silent auction items.

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 is scheduled on Tuesday, July 17 at 4 pm.

Adjournment: The meeting was adjourned at 5 pm.

Submitted by:

Paige Worley, Secretary

Date