



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 2, 2015

Time: 4:00 p.m.

Members Present: Robin Rivinius, Heidi Trauger, Allie Dewitt, Bethanie Krieg

Absent: Jessica King, Ashlei Pollock, Melinda Coker, Dana Whippo

Via Telephone: Kristy Seidel (alt.), Marreysa Netzer, Mandy Faulhaber, Claire Schlabsz

Staff Present: Jennifer Braun (Head Start/Early Head Start Assistant Director), Karen Heidt (Administrative Assistant), Erv Bren (Community Action Partnership Executive Director), Connie Lindbo (Community Action Partnership Executive Assistant & Human Resources)

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.

Minutes: The minutes of the April 21, 2015, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, Head Start/EHS Assistant Director, reviewed the Financial Reports.

The March 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$891,044.63 with expenditures of \$216,690.37. The March 2015 Community Action Head Start finance report was filed.

The March 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$847,176.65 with expenditures of \$126,305.35. The March 2015 Early Head Start finance report was filed.

USDA Reimbursement: Jennifer Braun, Head Start/EHS Assistant Director, shared the USDA report. The USDA report for April 2015 was reviewed and filed.

The Financial Reports were filed.

CAP Governing Board: The CAP Governing Board met last week. Highlights included: ballots for a new Governing Board member were sent out; they approved the Head Start/Early Head Start Enrollment/Recruitment policy, the Staff Verification Procedure and approval of the Head Start/Early Head Start Director. The new technology support system is working well. They are working on an affordable housing project. The next Governing Board meeting is scheduled on July 28 at 10 am at the Roughrider Hotel in Medora. Policy Council members are invited to attend the meeting.

Unfinished Business

Second Reading of Policies:

Child Abuse and Neglect Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Child Abuse and Neglect policy. Changes included: they changed investigation to assessment, added consult with their supervisor or a coordinator before reporting if Jennifer is not available, changed reporting for sexual or physical abuse from report in 48 hours to report immediately and changed child supervision guidelines to no child can be left unattended in a car.

Allie moved to approve the Child Abuse and Neglect policy for second reading approval. Marreysa seconded the motion. The motion carried.

Confidentiality Policy & Agreement: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Confidentiality Policy & Agreement. Changes included: there was a minor language change.

Robin moved to approve the Confidentiality Policy & Agreement for second reading approval. Bethanie seconded the motion. The motion carried.

Step Parent and Nonresidential Parent's Rights Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the suggested changes in the Step Parent and Nonresidential Parent's Rights policy. Changes included: The last sentence in paragraph #2 was changed to: Head Start and Early Head Start should always release "educational, family service, health or other information that pertains to the child" to nonresidential parents (i.e. the parent that is not living with the child) unless the divorce decree specifically stated that no "educational, family service, health, or other information that pertains to the child" can be shared with the nonresidential parent. Marreysa moved to approve the Step Parent and Nonresidential Parent's Rights policy for second reading approval, with changes. Bethanie seconded the motion. The motion carried.

New Business

Approval of Community Action Partnership Changes to Personnel Policies: Erv Bren, Community Action Partnership Executive Director, reviewed the suggested changes to the Personnel policies. Highlights included: we must notify our funding authority when "key position" personnel changes are made, finger printing is done by Connie at Community Action, funeral leave language was clarified (24 hours of leave for the death of an immediate family member), changed the name of safety sheets, added lactation accommodation, clarified computer security, clarified the pet policy that no pets are allowed on the premises except service animals, Personnel policies are available on the CAP web site and a hard copy of the Personnel Policies is available in the Head Start and Early Head Start Office, exit interview procedures were outlined, added a FMLA policy form, added a personnel leave form for leave other than FMLA (employees must have worked 12 months to be eligible for FMLA leave), and updated organizational charts. Discussion followed.

Allie moved to approve the Personnel policies, as presented. Bethanie seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Director: Erv Bren, Community Action Partnership Executive Director, reported that the recommendation is to hire Jennifer Braun as the Head Start/Early Head Start Director. The Head Start Regional Office has approved the recommendation to hire Jennifer Braun.

Bethanie moved to approve the hire of Jennifer Braun as the Head Start/Early Head Start Director. Robin seconded the motion. The motion carried.

Approval of Head Start Eligible (0-100%) Children for 2015-2016 Program Year: Jennifer reported that they still need to recruit 73 Head Start children for 2015-2016. Marreysa moved to accept the 13 Income Eligible (0-100%) children for the 2015-2016 Head Start Program year, as presented. Allie seconded the motion. The motion carried.

Approval of Head Start Program Assistant: Marreysa moved to approve the hire of Shannon Richards as a Head Start Program Assistant. Allie seconded the motion. The motion carried.

Approval of Head Start/Early Head Start In-Home Family Specialist: Bethanie moved to approve the hire of Taylor Krieg as a Head Start/Early Head Start In-Home Family Specialist. Robin seconded the motion. The motion carried.

First Reading of Policies:

Fundraiser Guidelines for Parent Committees Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Fundraiser Guidelines for Parent Committees. There were no changes. Discussion followed. Bethanie requested a copy of Bismarck's Fundraising policy to review.

Allie moved to approve the Fundraiser Guidelines for Parent Committees for first reading approval. Bethanie seconded the motion. The motion carried.

Child Care and Travel Vouchers Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Child Care and Travel Vouchers policy. Changes included: they added child care to the second sentence in paragraph #2. It was suggested that we add Head Start/Early Head Start parent/family events, not including attendance.

Marreysa moved to approve the Child Care and Travel Vouchers policy for first reading approval. Bethanie seconded the motion. The motion carried.

Parent Rights and Responsibilities Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Parent Rights and Responsibilities policy. There were no suggested changes. Robin moved to approve the Parents Rights and Responsibilities policy for first reading approval. Bethanie seconded the motion. The motion carried.

Education Staff Qualifications and Development Policy: Jennifer Braun, Head Start/Early Head Start Assistant Director, reviewed the Education Staff Qualifications and Staff Development policy. There were no suggested changes.

Marreysa moved to approve the Education Staff Qualifications and Development policy for first reading approval. Allie seconded the motion. The motion carried.

Impasse/Internal Dispute Policy: Jennifer Braun, Assistant Director, reviewed the Impasse/Internal Dispute policy. There were no suggested changes.

Mandy moved to approve the Impasse/Internal Dispute policy. Marreysa seconded the motion. The motion carried.

Director's Report: Jennifer Braun, Head Start and Early Head Start Assistant Director, presented the Director's Report. Items included in the Director's Report were: April Key Indicators, April Program Summaries, Attendance Analysis, Immunization Follow Up from Regional Office, Visit from Regional Program Specialist, Status Action Plan for Regional Office, and Staff Resignations. Highlights included: Head Start lost four children in April, 89 children were up to date on a schedule of age appropriate preventive and primary health care according to the state's EPSDT schedule for well child care, Head Start has 42 children on IEP's, Early Head Start was fully enrolled, they finished all of the Self Assessments, they had a Conference call with the Regional Director in Denver to discuss performance standards, our Health and Safety Fair booth was named the "Best Booth," Julie Jahner and Marisa Schmidt, Head Start and Early Head Start Education Coordinators attended a National Institute on Pyramid Training, Taylor Krieg started working as an In Home Family Specialist and Peg Wanner resigned as an In Home Family Specialist. The Regional Office contacted us regarding our 2013-2014 immunization data. We are now at 94%. They are writing an Action Plan to deal with Head Start under enrollment. The visit with Mustafaa El-Scari, the Head Start Regional Director, went well. The Director's Report was filed.

Committee Reports

Parent Committee Minutes: Minutes from the Hettinger County/Mott Parent Committee meeting and the Rhame Home Base Parent Committee meeting were sent with the meeting packets.

Reports from Community Members

Robin reported that the KIDS Program is looking for an educator and speech pathologist. Bethanie reported that tomorrow is the last day of school for the Dickinson Public Schools. She will be unable to attend the June 23 Policy Council meeting.

Announcements:

- Policy Council members were reminded to complete their Inkind, travel and child care reimbursement forms.
- Next meeting date: The next meeting will be held on Tuesday, June 23, 2015, at 4 pm. The meeting will be held in the Early Head Start multipurpose room, 338 1st St SE, Dickinson, North Dakota.

Adjournment: The meeting was adjourned at 5:50 pm.

Submitted by:

Dana Whippo, Secretary

Date