



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



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

Date: July 27, 2017

Time: 4:30 p.m.

Members Present: Stacey Kuntz, Samantha Davis, Robin Rivinius (Governing Board Rep)

Members via Telephone: Dana Nagle, Paige Worley, Renae Ekstrand

Absent: Rudie Swanson, Kristy Seidel

Nonvoting Present:

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

Quorum Met: Yes

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

Minutes: The minutes of the June 29, 2017, meeting, were reviewed. There were no changes. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2017, through January 31, 2018.

The May 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$694,671.71 with total expenditures of \$432,678.29. The May 2017 Community Action Head Start Finance Report was filed.

The May 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$707,502.61 with total expenditures of \$283,080.39. The May 2017 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Jennifer shared the June 2017 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: The last Governing Board meeting was held on July 25 in Medora. Robin reported on the highlights. The agency is working to balance the budget for next year. They had training on ROMA (Result Oriented Management Accountability). Region I helped 55 individuals file their tax returns and received recognition from Senior Companion. Region VIII is watching family planning and revenue. The Safe Communities grant had 84 participants in Safety City, and there were 173 new drivers in Beach and Dickinson that participated in distracted driving training. The Weatherization program is estimating that they will complete 30 weatherization jobs this year. They are educating home owners on how to take care of their homes. Governing Board members participated in Board training on working with different generations, addiction, etc.

Unfinished Business:

Second Reading of Policies

New Business:

Grievance Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Samantha Jo moved to approve the Grievance policy for second reading approval. Dana seconded the motion. The motion carried.

New Business

Approval of 2017-2018 HS Medically Underserved Children: Jennifer Braun, HS/EHS Director, reviewed the Head Start Medically Underserved list for the 2017-2018 year. There are two children on the list from Hettinger County.

Paige moved to accept the Medically Underserved children for the 2017-2018 Head Start Program year, as presented. Samantha Jo seconded the motion. The motion carried.

Approval of EHS Education Coordinator: Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Taylor Krieg as an Early Head Start Education Coordinator. She gave a brief bio on Taylor.

Dana moved to approve the hire of Taylor Krieg as an Early Head Start Education Coordinator. Paige seconded the motion. The motion carried.

Approval of EHS Infant/Toddler Teacher: Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Nicole Kessel as an EHS Infant/Toddler teacher. She gave a brief bio on Nicole.

Samantha Jo moved to approve the hire of Nicole Kessel as an Early Head Start Infant/Toddler teacher. Dana seconded the motion. The motion carried.

Approval of HS Teacher Assistants: Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Mindy Wood as the DPS preschool classroom teacher assistant, and Catherine Rustan, Shannon Engle and Jahna Dvorak as Head Start teacher assistants. She gave brief bios on Mindy, Catherine, Shannon and Jahna.

Samantha Jo moved to approve the hire of Mindy Wood, Catherine Rustan, Shannon Engle and Jahna Dvorak as Head Start teacher assistants. Paige seconded the motion. The motion carried.

Approval of Self Assessment Action Plan for 2017-2018: Jennifer Braun, HS/EHS Director, reported on the Self Assessment Action Plan. Changes include: She will share credit card statements along with the monthly financial statements in the future. They will add the type of illness on the Center absence slip in the future and send a copy to the Health Coordinator for tracking. They plan to review Hettinger County's bus procedures. Education updates include adding physical development goals for outdoor time. They will revisit our partnership with the KIDS Program and ask to be invited to 2.7 and 2.9 meetings. In order to eliminate food waste they plan to develop a plan to inform the kitchen on the daily head count, etc. The kitchen staff will review recipes that are submitted by families to make sure they fit our dietary guidelines.

Dana moved to approve the 2017-2018 Self Assessment Action Plan, as presented. Samantha Jo seconded the motion. The motion carried.

First Reading of Policies:

Policy Council Policies and Procedures: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. She reported that the Policy Council Policies and Procedures serve as the Policy Council bylaws. Suggested changes include: the performance standard, revised the purpose, revised the Policy Council membership guidelines and dates under Term of PC members and officers, and minor language changes.

Paige moved to approve the Policy Council Policies and Procedures for first reading approval. Dana seconded the motion. The motion carried.

Policy Council Code of Conduct: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: the performance standard, and added Policy and/or Agreement, deleted Statement under a bullet.

Renaee moved to approve the Policy Council Code of Conduct for first reading approval. Samantha Jo seconded the motion. The motion carried.

Policies with only Performance Standard or No Change

Policy Council Chairperson, Policy Council Elections, Policy Council Finance Committee, Policy Council Job Description, Policy Council North Dakota Head Start Association Representative, Policy Council Secretary, Policy Council Treasurer, and Shared Governance: Jennifer Braun, HS/EHS Director, reported on the suggested changes. The only change to these policies is the Performance Standard or no change so we can do them in one motion.

Dana moved to approve the Policy Council Chairperson, Policy Council Elections, Policy Council Finance Committee, Policy Council Job Description, Policy Council North Dakota Head Start Association Representative, Policy Council Secretary, Policy Council Treasurer, and Shared Governance policy 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, and HS School Readiness Report 2016-2017.

Highlights included: Early Head Start enrolled two new expectant moms and two new children in June. The Health Coordinator sent letters to parents of children that are behind on their immunizations. They have 30 days to get their shots up to date or they will lose services. Foster care numbers are at 11% of the Early Head Start children. Training on Head Start and Early Head Start was provided to Stark County Social Workers. They currently have 125 children enrolled in Head Start for the fall. Early Head Start was fully enrolled in June. The school district has not hired anyone to replace Jolene and Marissa at Head Start. Staff resignations were received from Jenny Anderson (teaching assistant sub), Amanda Adamson (Head Start head cook), and Amy Roadarmel (teaching assistant sub) and Melissa Schwindt (teaching assistant). Community Action has hired 17 new people agency wide since January. She reviewed the Head Start School Readiness Report and recommendations which was prepared by Julie Jahner. Erv Bren and Jennifer have been meeting with Mott Regent Schools officials to discuss fees. The Director's report was filed.

Parent Committee: There were no Parent Committee meeting minutes.

Reports from Community Members:

Robin reported that the KIDS program currently has 244 children in their program. They are looking for a speech pathologist.

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 August 24, 2017, at 4 pm. The September meeting will be held on September 14 at 4 pm.

Adjournment: The meeting was adjourned at 4:45 pm.

Submitted by:

Paige Worley, Secretary

Date