



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: August 23, 2016

Time: 4:00 p.m.

**Members Present:** Dana Nagle, Stacey Kuntz, Allie Dewitt, Marreysa Netzer (alt.), Claire Schlabsz (alt.)

**Absent:** Dana Whippo (alt.), Robin Rivinius, Melody Neal, Kristy Seidel

**Via Telephone:** Claire Schlabsz (alt) 4 pm – 4:30 pm

**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 p.m.

**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.

**Minutes:** The minutes of the July 19, 2016, meeting were reviewed. There were no corrections. The minutes were approved and filed.

### Committee Reports:

**Finance Report:** Marreysa Netzer, Treasurer, reviewed the Financial Reports.

The June 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$493,152.79 with total expenditures of \$614,582.21. The June 2016 Community Action Head Start Finance Report was filed.

The June 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$558,253.70 with total expenditures of \$415,228.30. Jennifer reported that the Early Head Start budget is tight. They are monitoring it closely. The June 2016 Community Action Early Head Start Finance Report was filed.

**USDA Reimbursement:** Marreysa hared the July 2016 USDA report. The USDA report was filed.

The Financial Reports were filed.

**CAP Governing Board:** Jennifer reported on the CAP Governing Board meeting which was held on July 26, 2016. Highlights included: meeting and Board training, Home grant – a home rehabilitation grant will be used to rehabilitate two units and 50 tenant based rental assistance units in Region I and VIII. We have not received word on the Head Start/Early Head Start COLA grant yet. The Governing Board received program updates. The Grievance policy, Parents Rights and Responsibilities and Impasse-Internal Dispute Resolution policy were approved. The Agency salary scale was approved and Erv gave an update on the status of the 36 unit tax credit project being constructed in Dickinson. Board training was conducted in the afternoon.

### **Unfinished Business:**

#### **Second Reading of Policies**

**Policy Council Policies and Procedures:** Jennifer reported on the suggested changes. Suggested changes include: adding Early Head Start on page 1, and adding Community Action Partnership (CAP) on Section 9.

Marreysa moved to approve the Policy Council Policies and Procedures for second reading approval. Dana N seconded the motion. The motion carried.

**Shared Governance Policy:** Jennifer reported on the suggested changes. Suggested changes include: adding Community Action Partnership (CAP) on the Performance Objective.

Dana N moved to approve the Shared Governance Policy for second reading approval. Marreysa seconded the motion. The motion carried.

**Policy Council Job Description Policy:** Jennifer reported that there were no suggested changes. Marreysa moved to approve the Policy Council Job Description Policy for second reading approval. Dana N seconded the motion. The motion carried.

**Policy Council Code of Conduct Policy:** Jennifer reported on the suggested changes. Suggested changes include: adding Early Head Start, adding suspicion of any member being under the influence of drugs or alcohol and any behavior interfering with the business of the Policy Council.

Dana N moved to approve the Policy Council Code of Conduct Policy for second reading approval. Marreysa seconded the motion. The motion carried.

**Policy Council Elections Policy:** Jennifer reported that there were no suggested changes.

Marreysa moved to approve the Policy Council Election Policy for second reading approval. Dana N seconded the motion. The motion carried.

**Policy Council Chairperson Policy:** Jennifer reported on the suggested changes. Suggested changes include: adding serve as the North Dakota Head Start Association (NDHSA), and Community Action Partnership (CAP).

Dana N moved to approve the Policy Council Chairperson Policy for second reading approval. Marreysa seconded the motion. The motion carried.

**Policy Council Treasurer Policy:** Jennifer reported on the suggested changes. Suggested changes include: adding North Dakota Head Start Association (NDHSA). Marreysa moved to approve the Policy Council Treasurer Policy for second reading approval. Dana N seconded the motion. The motion carried.

**Policy Council Secretary Policy:** Jennifer reported on the suggested changes. Suggested changes include: adding North Dakota Head Start Association (NDHSA). Dana N moved to approve the Policy Council Secretary Policy for second reading approval. Marreysa seconded the motion. The motion carried.

**Policy Council Finance Committee Policy:** Jennifer reported on the suggested changes. Suggested changes include: adding Community Action Partnership (CAP). They may schedule a finance committee meeting in the near future. Marreysa moved to approve the Policy Council Finance Committee Policy for second reading approval. Dana N seconded the motion. The motion carried.

**Policy Council North Dakota Head Start Association Representative Policy:** Jennifer reported that there were no suggested changes. Dana N moved to approve the Policy Council North Dakota Head Start Association Representative Policy for second reading approval. Marreysa seconded the motion. The motion carried.

#### **New Business:**

**Approval of the Head Start Teaching Assistant:** Jennifer Braun, Head Start/Early Head Start Director, reported that this agenda item will be removed from the agenda since the person that was offered the job has resigned.

**Approval of the Head Start/Early Head Start Teaching Assistant Substitutes:** Jennifer reported that the recommendation is to hire Sydney Mikkelsen and Alisha Donati as Head Start/Early Head Start Teaching Assistant Substitutes. She gave brief bios on Sydney and Alisha. Stacey moved to approve the hires of Sydney Mikkelsen and Alisah Donati as Head Start/Early Head Start Teaching Assistant Substitutes. Marreysa seconded the motion. The motion carried.

**Approval of the Early Head Start Education Coordinator:** Jennifer reported that the recommendation is to hire Michelle Sletvold as an Early Head Start Education Coordinator. She gave a brief bio. Stacey moved to approve the hire of Michelle Sletvold as an Early Head Start Education Coordinator. Dana N seconded the motion. The motion carried.

#### **First Reading of Policies**

**Ongoing Monitoring policy:** Jennifer reported on the suggested changes. Suggested changes include: adding Head Start Education Coordinator, Community Action Partnership (CAP), under Health adding Services Committee, for EHS children, under Family Partnership adding Family Partnership Coordinator, adding Health Coordinator, under Human Resources deleting ~~“Individual staff goals are reviewed semi annually by the staff and their supervisor and submitted to the Head Start/Early Head Start Director for review.”~~ Marreysa moved to approve the Ongoing Monitoring policy for first reading approval. Stacey 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: July Key Indicators, July Program Summary, Resignations/Staff changes and Self Assessment Summary. Highlights included: The EHS July Key Indicators is also Early Head Start's year end. Head Start needs 22 more income eligible children to be fully enrolled. Both programs have a lot of diversity. They added a comment on the PIR report dental section that 17 of the EHS children were under age one. Thirty-seven percent (37%) of the EHS children enrolled were on an IFSP (41 out of 106). Early Head Start is fully enrolled. Misty, Health Coordinator, did a hearing and vision screening on the Head Start children that attended registration. Resignations were received from Tina Miller and Jessyca Crow, teaching assistant substitutes, and Stephanie Solley, teaching assistant sub in Mott. Melissa Schwindt, teaching assistant sub, transferred to a full-time Head Start teaching assistant position. The Self Assessment Action Plan will be approved at the September Policy Council meeting. Discussion followed regarding Medicaid and insurance coverage. They do not allow double dipping. The Director's report was filed.

**Director's Monthly Information:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Shared Governance monthly training information. Highlights included: Robin is a shared member on the Governing Board and Policy Council. She reviewed Policy Council responsibilities and shared responsibilities (approve funding, program budget, recruitment and enrollment policies, hiring and termination of staff).

**Parent Committee:** There were no Parent Committee meetings this month.

**Reports from Community Members:**

Marreysa reported that the movie theater still has \$5 movies on Tuesdays (all sessions). A Chalk Walk will be held this Friday, August 26 from 3-7 pm at the Dickinson Bandshell. This is a free event with chalk, bubbles, music and family fun.

Stacey reported that four of the seven expectant moms at the KIDS Program have delivered. They hired a new staff person, Savannah Havelka. They are serving approximately 207 children in the KIDS Program. They are still looking for an OT educator/social worker and someone for speech language.

Dana N reported that she signed the Head Start/Early Head Start Policy Council up for Herberger's Community Days in November. Members would sell coupon booklets. Dana asked for input regarding what Policy Council members would like to raise money for. The consensus was for emergency diapers and formula for Head Start/Early Head Start families and for an Emergency fund. Discussion followed. A garage sale, food drive, coats for kids, was suggested. Karen will email our Fundraising Policy to Policy Council members. Head Start/Early Head Start staff cannot assist with fundraising or use any supplies for fundraising purposes. Policy Council members were asked to review the policy and think about ideas for the September meeting.

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

**Next meeting:** The next Policy Council meeting is scheduled on Tuesday, September 27 at 4 pm.

**Adjournment:** The meeting was adjourned at 5:15 pm.

**Submitted by:**

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Kristy Seidel, Secretary

Date