



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



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

Date: December 14, 2017

Time: 4:00 p.m.

Members Present: Samantha Jo Davis, Nikki Baer, Deborah Fortner, Bridget Miller, Allie Dewitt (alt.), Stacey Kuntz, Nadirah Agyepong, Shanon Hayden

Members via Telephone: Dana Nagle, Paige Worley

Absent: Renae Ekstrand, Alexis Foster, Elizabeth Hayward (alt.), Cassie Bouchard (alt.)

Nonvoting Present: None

Staff Present: Jennifer Braun (Head Start/Early Head Start Director), Erv Bren (CAP Executive Director)

Guest Present: None

Quorum Met: Yes

Call to Order: The meeting was called to order by Stacey Kuntz, 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.

Introductions were made.

Minutes: The minutes of the November 9, 2017, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer, 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 October 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$235,345.57 with total expenditures of \$892,004.43. The October 2017 Community Action Head Start Finance Report was filed.

The October 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$298,455.39 with total expenditures of \$692,127.61. The October 2017 Community Action Early Head Start Finance Report was filed.

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

CAP Credit Card Statement: Jennifer shared the CAP Credit Card Statement.

The Financial Reports were filed.

CAP Governing Board: Erv reported on the CAP Governing Board meeting which was held November 28, 2017. Highlights included: the Annual Audit by Brady, Martz & Associates, the Community Services Block Grant and Department of Energy Weatherization grants were approved. Paige Worley is a perspective Governing Board member and shared member with Policy Council. Board members Bob Treitline and Howard Nelson resigned. Health insurance rates went up 6%, dental insurance went up 7% and vision insurance went up 2%.

Unfinished Business:

Second Reading of Policies

Convicted Offender Policy: Jennifer reported that there were no suggested changes. Samantha Jo moved to approve the Convicted Offender Policy for second reading approval. Deborah seconded the motion. The motion carried.

Immunization Policy: Jennifer reported that there were no suggested changes. Deborah moved to approve the Immunization Policy for second reading approval. Nikki seconded the motion. The motion carried.

Work Plans: Jennifer reviewed the Health and Safety, Human Resources, Management and Program Governance Work Plans and the suggested changes.

Health and Safety Work Plan: Suggested changes include: orientation language updates, updated language on ongoing monitoring, they added new language on ALICE (Alert, Lockdown, Inform, Counter, Evacuate) procedure, and updated training language to current practice. Nikki moved to approve the Health and Safety Work Plan for second reading approval, as presented. Samantha seconded the motion. The motion carried.

Human Resources Management Work Plan: Suggested changes include: they added acronym language, added Therapy Solutions mental health letter of agreement on page 9, changed contracted Dietician language, and added staffing and active supervision language. Deborah moved to approve the Human Resources Work Plan for second reading approval, as presented. Shanon seconded the motion. The motion carried.

Management Work Plan: Suggested changes include: deleted complete a Daily Info sheet on page 5, deleted Center Base Head Start teachers, teaching assistants meet monthly to discuss curriculum, assessment and planning agenda items at Networking meetings, and deleted Family Partnership staff meet monthly. Shanon moved to approve the Management Work Plan for second reading approval, as presented. Deborah seconded the motion. The motion carried.

Program Governance Work Plan: Suggested changes include: changes for seating Policy Council members.

Deborah moved to approve the Program Governance Work Plan for second reading approval, as presented. Samantha Jo seconded the motion. The motion carried.

First Reading of Policies: There were no policies for first reading.

New Business

Approval of Community Action Partnership Annual Audit: Erv Bren, CAP Executive Director, reviewed the CAP Annual Audit. Discussion followed. The recommendation from Brady, Martz & Associates is for Community Action Partnership to review its current training system to determine if it is cost effective for the organization to obtain knowledge internally to determine the proper balance in each general ledger account prior to audition.

Deborah moved to approve the Community Action Partnership Annual Audit, as presented. Shanon seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitutes: Jennifer reported that the recommendation is to hire Lanette Hickenbottom and Marashlyann Cruz as Head Start/Early Head Start Teaching Assistant Substitutes. She gave a brief bio on Lanette and Marashlyann.

Shanon moved to approve the hire of Lanette Hickenbottom and Marashlyann Cruz as Head Start/Early Head Start Teaching Assistant Substitutes. Nikki seconded the motion. The motion carried.

Approval of Head Start (DPS) Teaching Assistant: Jennifer reported that the recommendation is to hire Gabrielle Stewart as a Head Start (DPS) Teaching Assistant. She gave a brief bio on Gabrielle. Samantha Jo moved to approve the hire of Gabrielle Stewart as a Head Start (DPS) Teaching Assistant. Deborah seconded the motion. The motion carried.

Approval of 2017-2018 Policy Council Community Representatives: Jennifer reported that Dana Nagle, Renae Ekstrand and Paige Worley were elected Policy Council Representatives. Karen Heidt validated the Policy Council ballots for the election of the Policy Council Community representatives. Deborah moved to approve Dana Nagle, Renae Ekstrand and Paige Worley as 2017-2018 Policy Council Community Representatives. Samantha Jo seconded the motion. The motion carried.

Approval of Policy Council Officer Elections: Jennifer distributed copies of the Policy Council chair, vice chair, secretary and treasurer job descriptions. The job descriptions were emailed to Policy Council members to review prior to the meeting. The following Policy Council members indicated that they would be willing to serve as officers: Dana Nagle, Chairperson; Deborah Fortner, Vice Chair; Paige Worley, Secretary and Bridget Miller, Treasurer. There were no other members interested in serving as an officer.

Shanon moved to nominate Dana Nagle as the Policy Council chair, Deborah Fortner as the vice chair, Paige Worley as the secretary, and Bridget Miller as the treasurer for 2017-2018. Nadariah seconded the motion. Policy Council members voted by secret ballot. Stacey validated the ballots. Shanon moved to approve the election results with Dana Nagle as the Policy Council chair, Deborah Fortner as the Vice Chair, Paige Worley as the secretary and Bridget Miller as the Treasurer. Nadariah seconded the motion. The motion carried.
The new officers were congratulated.

First Reading of Policies

There were no policies for first reading.

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, Date/Time of Policy Council Meetings Survey, Deobligation Notice 02/2015-01/2016, 2016-2017 Annual Report, Additional Costs for Mott Regent Playground and DPS and additional space/assistant help. Highlights included: Two Head Start classrooms and one Early Head Start classroom fell below 85% for attendance in November. The majority of the reasons were sickness and out of town. Jennifer shared that she received a notice regarding the money that was not spent in the 2014-2015 program year (or 4-360/4-370 of the grant). All Policy Council members received a copy of the 2016-2017 annual report. Jennifer shared that Mott Regent requested the playground that was installed last year be moved so demolition of the old elementary school could begin. The program needed to have the same company who installed the playground move it to keep the warranty in tack. This was an additional expense that was not budgeted. Mott Regent will provide a portion of the wood chips that needed to be placed due to the move. Julie Jahner, Head Start Education Coordinator, requested two additional paras be employed through the district to help out with the special education staff and the high numbers of children on IEPs. The district approved, and CAP will employ the staff with Dickinson Public Schools providing the reimbursement. Jennifer shared a resignation was received from Cassie Bouchard, Early Head Start Home Base alternate. The Director's report was filed.

Parent Committee: Minutes from the Early Head Start and Head Start parent meetings and the Home Base meeting were included in the meeting packet.

Reports from Community Members:

Stacy reported that Sara Carlson, from Experienced Parent, set up an inclusive Santa experience for children with sensory concerns. Starting January 1, 2018, Experienced Parent will be housed under Pathways. Caseloads at the KIDS Program are at 240 children. They are in the process of hiring two more PEIP's.

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 will be announced in the next few days. Jennifer will review the meeting survey results.

Adjournment: The meeting was adjourned at 5:30 pm.

Submitted by:

Paige Worley, Secretary

Date