



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



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

Date: March 27, 2018

Time: 4:00 p.m.

Members Present: Nikki Baer, Deborah Fortner, Bridget Miller, Dana Nagle, Renae Ekstrand, Shanon Hayden, Allie Dewitt (alt.)

Members via Telephone: None

Absent: Paige Worley, Samantha Jo Davis, Nadirah Agyepong, Alexis Foster

Nonvoting Present: None

Staff Present: Jennifer Braun (Head Start/Early Head Start Director), Erv Bren (CAP Executive Director), 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 Dana Nagle, 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 February 20, 2018, and March 13, 2018, 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, 2018, through January 31, 2019.

The January 2018 Community Action Head Start financial report was reviewed. The total remaining in the grant is (\$113,049.89) with total expenditures of \$1,240,399.89. Erv Bren, CAP Executive Director, reported that the total remaining in the grant shows a minus because we are waiting to receive reimbursement from the Dickinson Public Schools. The January 2018 Community Action Head Start Finance Report was filed.

The January 2018 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$28,027.59 with total expenditures of \$962,555.41. The January 2018 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Jennifer shared the February 2018 USDA report. The USDA report was filed.

CAP Credit Card Statement: Jennifer shared the CAP Credit Card Statement. She will email the CAP credit card statement to Policy Council members. It includes costs for training and supplies.

The Financial Reports were filed.

CAP Governing Board: Erv Bren, CAP Executive Director, reported on the CAP Governing Board meeting which was held this morning (March 27, 2018). Highlights included: They had a representative from Senator Heidi Heitkamp's office attend the meeting. They have three new members. They approved the weatherization program grant. Management teams gave updates on their programs which included accomplishments, challenges, etc. They reviewed the Head Start/Early Head Start Key Indicators and Program Summaries and approved three policies. The Governing Board decided to keep the same liability insurance (\$3,000,000) and cyber liability insurance (\$200,000) the same with no increase. Their next meeting is scheduled on May 22 in Dickinson. Policy Council members are welcome to attend.

Unfinished Business:

Second Reading of Policies:

Communication and Data Management Policy: Jennifer reported on the suggested changes in the Communication and Data Management Policy. She reported that the new standards require a Data Management procedure. She added the Data Management procedure to our Communication policy. Suggested changes include: adding the data management procedure. Shannon moved to approve the Communication and Data Management Policy for second reading approval. Renae seconded the motion. The motion carried.

Self Assessment Policy: Jennifer reported on the suggested changes in the Self Assessment Policy. Suggested changes include: changing the Self Assessment meetings from March to April & May. Deborah moved to approve the Self Assessment Policy for second reading approval. Nikki seconded the motion. The motion carried.

New Business

Approval of CAP Fiscal/Administrative Policy Changes: Erv Bren, CAP Executive Director, reported on the suggested changes in the CAP Fiscal/Administrative policy. Suggested changes include: verbiage changes, clarifying policies and updating the property and equipment section because of new federal rules. They are looking into an electronic payroll system. Nikki moved to approve the CAP Fiscal/Administrative policy, as presented. Deborah seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Head Cook: Jennifer reported that the recommendation is to hire Renee Bonn as a Head Start/Early Head Start Head Cook. She gave a brief bio on Renee. Shanon moved to approve the hire of Renee Bonn as a Head Start/Early Head Start Head Cook. Deborah seconded the motion. The motion carried.

First Reading of Policies

Staff Qualifications and Professional Development Procedure: Jennifer reported on the suggested changes in the Staff Qualifications and Professional Development Procedure. The new standards require that we have a Professional Development Procedure. It was added into our Staff Qualifications policy. Suggested changes include: added professional development procedure which includes professional development plans and coaching, added requirements for the positions, added all staff must have a minimum of 15 clock hours of professional development each year and they must be certified in CPR and first aid.

Nikki moved to approve the Staff Qualifications and Professional Development Procedure for first reading approval. Deborah 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, and Policy Council Program Design Self Assessment Questions. Highlights included: We are providing transportation to 51% of our children which does not include the Dickinson Public Schools classrooms. They are currently planning for transportation for next year. Dental day was held last week. Research staff from Baby FACES spent a few days at the EHS Center last week reviewing our program and collecting raw data. Head Start and Early Head Start were fully enrolled in February. Students from Mrs. Tangen's Dickinson High School child development class have been observing in the Head Start/Dickinson Public classrooms. Rotary Club members read to Head Start students and gave them a book to take home. Early Head Start is fully staffed. Staff changes include: resignations were received from Christina Ransom, Head Cook, and Jahna Dvorak, teaching assistant, in Natasha's Head Start classroom. The Head Start/Early Head Start review will be held the week of April 16-19. They would like to meet with Policy Council members on April 17 or 18 in the afternoon. Jennifer will let Policy Council members know the final date and time on April 3. The Director's report was filed.

Director's Monthly Information: There was no monthly training.

Parent Committee: Minutes from the Dickinson Head Start Center Base and Hettinger County Head Start parent committee meetings were included in the meeting packet.

Reports from Community Members:

Allie (HS alternate) reported that an Autism Community Awareness event is scheduled on Saturday, April 14 from 10 am to 4 pm at Fluffy Fields. They will have a bouncy castle, representatives from different health fields, etc. Interested volunteers should contact her.

Renae reported that Kids Day on the Farm is scheduled on April 19.

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, April 24 at 4 pm.

Adjournment: The meeting was adjourned at 5 pm.

Submitted by:

Paige Worley, Secretary

Date