



Community Action Partnership
Head Start/Early Head Start Policy Council



Minutes

Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601
Date: February 23, 2016
Time: 4:00 p.m.

Members Present: Allie Dewitt, Dana Nagle, Dana Whippo (alt.), Claire Schlabsz (alt), Robin Rivinius

Absent: Stacey Kuntz, Andrea Hathoot (alt.)

Via Telephone: Kristy Seidel, Marreysa Netzer (alt.)

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

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 also reminded members to turn off their cell phones during the meeting.

Minutes: The minutes (with attachment) of the January 26, 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 December 2015 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$108,575.22 with expenditures of \$999,159.78. The December 2015 Community Action Head Start finance report was filed.

The December 2015 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$175,528.22 with expenditures of \$797,953.78. The December 2015 Early Head Start finance report was filed.

USDA Reimbursement: Marreysa shared the January 2016 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: Robin, Governing Board Representative, reported on the January 26, 2016, CAP Governing Board meeting. Highlights included: they approved weatherization and family planning grant budgets; approved the Board Recruitment procedure; continue to receive lots of rental requests, food pantry requests, emergency requests, etc. Erv Bren celebrated 39 years with CAP in November. Staff retention and staff recruitment is better. They are still recruiting for the IDEA program. They approved the Executive Director's job description. The 4% government cuts will impact our programs and our clients. The next Governing Board meeting is scheduled on March 22 at 10 am in Dickinson. Policy Council members are invited to attend. The CAP Governing Board report was filed.

Unfinished Business: There was no Unfinished Business.

New Business:

Approval of Treasurer Election: Marreysa Netzer was nominated for Treasurer. Allie counted and validated the election ballots.

Dana moved to approve Marreysa Netzer as the Policy Council Treasurer. Claire seconded the motion. The motion carried.

First Reading of Policies

Shared Governance Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no recommended changes.

Claire moved to approve the Shared Governance policy for first reading approval. Dana W. seconded the motion. The motion carried.

Self Assessment Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: date changes and posting the Self Assessment findings on the Early Head Start website.

Dana N. moved to approve the Self Assessment policy for first reading approval. Robin seconded the motion. The motion carried.

Enrollment/Recruitment Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding Badlands Choice Clinic to pregnant women recruitment, deleting ~~not be of legal age; or under #12,~~ changing Head Start points from 20 to 25 points for age 4 and changing age 3 points from 25 points to 20 points, changing income eligible and has no medical insurance (including Medicaid, Healthy Steps or Indian Health Services) from 3 points to 5 points, and changing Early Head Start income eligible and has no medical insurance (including Medicaid, Healthy Steps or Indian Health Services) from 3 to 5 points. Discussion followed. Claire moved to approve the Enrollment/Recruitment policy for first reading approval, as presented. Dana W. seconded the motion. The motion carried.

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

Robin moved to approve the Head Start/Early Head Start Communication policy for first reading approval. Marreysa seconded the motion. The motion carried.

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

Dana W. moved to approve the Head Start/Early Head Start Philosophy policy for first reading approval. Claire seconded the motion. The motion carried.

Photography Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding guardians and “and” to the second sentence in paragraph 2.

Dana W. moved to approve the Photography policy for first reading approval. Claire seconded the motion. The motion carried.

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

Claire moved to approve the Holiday policy for first reading approval. Dana N. seconded the motion. The motion carried.

Field Trip Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no recommended changes.

Marreysa moved to approve the Field Trip policy for first reading approval. Dana N. seconded the motion. The motion carried.

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

Dana W. moved to approve the Toy policy for first reading approval. Claire seconded the motion. The motion carried.

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

Dana N. moved to approve the Pet policy for first reading approval. Dana W. 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, Resignations/Staff Changes, Notice of Award for Budget Revision, and Notice of Award for Continuation Year 2 Grant Application, Notice of Environmental Health and Safety Review, Self Assessment Sign Up, and Update Contact Information. Highlights included: Head Start was under enrolled in January by one student. The number of children diagnosed with disabilities continues to go up. Early Head Start was fully enrolled in January. We received notification the last day of the grant year that our continuation grant for year 2 of our 5 year grant was approved and that we could purchase two new cars for home visitors. Self Assessment dates have been set. They are scheduled on: April 29 - Comprehensive Services/School Readiness, May 6 - Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA), May 13 - Leadership, Governance, and Management Systems, May 20 - Fiscal Integrity. A signup sheet was distributed. Family Partnership has done some recruitment ads on the radio. Julie Jahner is currently doing CLASS observations at Head Start. Misty, our Health Coordinator, has contacted Sanford regarding holding free screening clinics at Head Start and Early Head Start. There were no staff resignations in January. John Cichy (Head Start parent representative) resigned from

Policy Council. We are working on a handout to recruit new Policy Council members. An Environmental Health and Safety Review will be held on March 22 and 23. The Director's report was filed.

Parent Committee Minutes: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Parent Committee minutes. Sheila Friedt from Southwest District Health Unit talked about Head Lice. Fatherhood Night is scheduled on March 1. They will have a dinosaur dig. The Parent Committee reports were filed.

Reports from Community Members:

Dana W. reported that DSU is presenting Charlotte's Web this weekend. She asked whether Head Start and Early Head Start had access to PBS. They have a good educational program called Education Passport. Dana requested that Erv Bren send information on IDA matching funds to the DSU Financial Aid office. Information is included on the Community Action website.

Claire reported that Prairie Rose is presenting a spinoff play of Rats Thursday at 5:30 p.m.

Robin reported that the KIDS program currently has 200 children. They are still looking for speech pathologists.

Dana N. reported that Herbergers is having Community Days where nonprofits sell coupon books. The nonprofit gets \$5 per book. She thought it would be a good fundraiser for Head Start/Early Head Start. Jennifer reported that we would need to follow our Fundraising policy.

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, March 29 at 4 p.m.

Adjournment: The meeting was adjourned at 5:30 p.m.

Submitted by:

Kristy Seidel, Secretary

Date