



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 20, 2019

Time: 3:30 p.m.



Members Present: Deborah Fortner, Shanon Hayden, Stacy Kilwein, Paige Worley, Bonnie Wells, Bridget Miller, Esmeralda Mejia

Members via Telephone: Nicole Smith

Absent: Daymi Mandado, Kassy Raasch, LaKrisha Augare

Nonvoting Present: None

Staff Present: Jennifer Braun (HS/EHS Director), Erv Bren (CAP Executive Director), Karen Heidt, Administrative Assistant

Guest Present: None

Quorum Met: Yes

Call to Order: The meeting was called to order by Deborah Fortner, Policy Council Chair, at 3:30 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 January 23, 2019, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Bridget Miller, Treasurer, reviewed the December 2018 Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2018, through January 31, 2019. The new grant fiscal year runs from February 1, 2019, through January 31, 2020.

Head Start November 2018 - The total remaining in the grant is \$161,080.87 with total expenditures of \$977,362.13.

Early Head Start November 2018 - The total remaining in the grant was \$87,144.26 with total expenditures of \$913,109.74.

USDA Reimbursement: Bridget reviewed the January 2019 USDA Reports.

CAP Credit Card Statement: There was no CAP Credit Card Statement this month. The Financial Reports and USDA Reimbursement Reports were filed.

CAP Governing Board: Paige Worley (Governing Board Rep) and Erv Bren (CAP Executive Director) reported that the January 22, 2019, CAP Governing Board meeting highlights were reviewed at the January Policy Council meeting. Erv reported that the CAP Governing Board is scrutinizing all of the programs they administer. They recently voted to discontinue their Family Planning program because of funding, etc. The program will end on March 31. Discussion followed. The next Governing Board meeting is scheduled March 26 at 10 am at Community Action. Policy council members are invited to attend.

Unfinished Business:

Second Reading of Policies: There were no policies for second reading.

New Business

Approval of Head Start/Early Head Start COLA Grant: Jennifer reviewed the Head Start/Early Head Start COLA grant. COLA stands for “cost of living adjustment.” The funding guidance letter states that we are allowed to write for \$20,347 for Head Start and \$17,739 for EHS. Bonnie moved to approve the Head Start/Early Head Start COLA grant. Paige seconded the motion. The motion carried.

Approval of Head Start Teaching Assistant: Jennifer reported that the recommendation is to hire Stacey Restemayer. She gave a brief bio on Stacey. Shanon moved to approve the hire of Stacey Restemayer as a Head Start Teaching Assistant. Bonnie seconded the motion. The motion carried.

First Reading of Policies:

Communication and Data Management Policy: Jennifer reported that there were no suggested changes.

Esmeralda moved to approve the Communication and Data Management policy for first reading approval. Shanon seconded the motion. The motion carried.

Self Assessment Policy: Jennifer reported that there were no suggested changes. Discussion followed. One parent mentioned the concern for security.

Paige moved to approve the Self Assessment policy for first reading approval. Bonnie seconded the motion. The motion carried.

Staff Qualifications and Professional Development Policy: Jennifer reported that there were no suggested changes. Discussion followed.

Shanon moved to approve the Staff Qualifications and Professional Development policy for first reading approval. Bonnie 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 (January), Program Summaries, Attendance Analysis, Staff Changes/Resignations, COLA Funding Guidance Letter and Continuation Grant 2019-2020 Notice of Award. Highlights include: They have been working diligently on updating health/immunization information the past few months. Head Start and Early Head Start were fully enrolled in January. Family Partnership is tracking Father/Father Figure engagement. Resignations were received from Taylor Krieg, EHS education coordinator, and Kathy Rustan, teaching assistant at Head Start. Staff changes include: Kristi Moormann was hired as a new special education instructor. Cheryl Anderson is doing all of the assessments. Stacey Kuntz is

transitioning from the CAP Family Planning nurse to the Head Start/Early Head Start Health Coordinator. Erv thanked Jennifer for covering for three positions the past few months (Head Start/Early Head Start Director, Early Head Start Education Coordinator and Head Start/Early Head Start Health Coordinator). Discussion followed. It was suggested we contact Dr. Crystal Mann at Sanford regarding hearing assessments. Information was shared regarding our immunization policy. A parent asked if Home Base families receive a book from Rotary.

Parent Committee: Parent Committee meeting minutes from the January 17, 2019, EHS Parent Committee meeting were emailed to Policy Council members.

Reports from Community Members:

Paige reported that the legislature is still developing their plan for the social services organization in the state.

Stacy reported that they are working on the Project Ace conference, a behavioral IVAN class, parent programs and classes for area child care providers (Growing Futures), etc.

Reports from Policy Council Members: There were no reports from Policy Council members.

Announcements: Policy Council members were reminded to fill out there in kind forms, travel and childcare reimbursement forms.

Next meeting: The next Policy Council meeting is scheduled on Wednesday, March 20, at 3:30 pm.

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

Submitted by:

Paige Worley, Secretary

Date