



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 20, 2019
Time: 3:30 p.m.



Members Present: Deborah Fortner, Nicole Smith, Stacy Kilwein, Bonnie Wells, Bridget Miller, LaKrisha Augare

Members via Telephone: Paige Worley

Absent: Daymi Mandado, Kassy Raasch, Shanon Hayden, Esmeralda Mejia

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.

Minutes: The minutes of the February 20, 2019, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

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

Head Start January 2019 - The total remaining in the grant was -16,073.84 with total expenditures of \$1,183,647.84. They are still waiting on reimbursement from the Dickinson Public Schools.

Early Head Start January 2019 - The total remaining in the grant is \$44,114.22 with total expenditures of \$981,536.78.

USDA Reimbursement: Bridget reviewed the February 2019 USDA Reports. Erv reported on the Cash in Lieu which is a formula used by DPI.

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 and Erv reported that the next CAP Governing Board meeting is scheduled March 26 at 10 am at Community Action in Dickinson. Policy council members are invited to attend.

Unfinished Business:

Second Reading of Policies:

Communication and Data Management Policy, Self Assessment Policy and Staff Qualifications and Program Development Policy: Jennifer reported that there are no suggested changes in the policies. Bridget moved to approve the Communication and Data Management Policy, Self Assessment Policy and Staff Qualifications and Program Development Policy for second reading approval. LaKrisha seconded the motion. The motion carried.

New Business

First Reading of Policies:

Eligibility and Intake Policy, Program Planning and Timeline Policy and Staff Income Determination and Verification Form: Jennifer reviewed the Eligibility and Intake Policy, Program Planning and Timeline policy and Staff Income Determination and Verification form. She reported that there are no suggested changes.

LaKrisha moved to approve the Eligibility and Intake policy, Program Planning and Timeline policy and Staff Income Determination and Verification form for first reading approval. Nicole 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: February Key Indicators, Program Summaries, Attendance Analysis, Staff Changes/Resignations, Monitoring Review Report, Notice of Completion, ACF-IM-HS-19-01, and Head Start and Early Head Start School Readiness Reports – Period 2. Highlights include: Head Start had one new child in February. They were fully enrolled. 45% of the children at Head Start are on an IEP. Early Head Start had one new child in February. Early Head Start was fully enrolled in February also. Three children left Early Head Start. 50% of the Early Head Start children are on an IFSP. Dental day (Dr. Sticka) for Head Start and Early Head Start is scheduled on March 28. Our health numbers are improving. She reported that we received the continuation grant notice award. We received the entire year's grant dollars in February. The COLA grant was submitted. New hires include Stacey Kuntz, Head Start/Early Head Start Health Coordinator. A resignation was received from Ruth Steier, a teaching assistant in Jodi's classroom. An Early Head Start teacher was terminated. Head Start applications are being accepted for the 2019-2020 program year. Staff attended a Conscious Discipline class taught by Stacy Kilwein. The attendance analysis was reviewed. Jennifer gave an update on the Monitoring Report. Discussion followed. LaKrisha reported that she heard that the preschool in Mott is closing. The date is unknown. It's possible that Mott area could be designated as medically underserved. She reviewed the Information memorandum related to natural disasters and the Head Start and Early Head Start School Readiness Reports.

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Annual Training – Jennifer provided training to Policy Council members regarding the program's eligibility, recruitment, selection, enrollment and attendance.

Parent Committee: There were no Parent Committee meeting minutes this month.

Reports from Community Members:

Paige reported that the Child Abuse Prevention Walk is scheduled on May 18. It will be held outside of the Dickinson Ice Center. They will have a fire truck, canines, a DJ, etc.

Nicole reported that NDSU Extension is planning summer classes. They will hold gardening classes and a Spring Fever live stream. You can pick up free seeds and bulbs.

Stacy passed out handouts for the 4th Annual Behavioral Health for Family and Community IVN Workshop scheduled March 28, Project ACE which is scheduled April 9 and Conscious Discipline classes being offered. They will also be holding a Powerful Tools for Caregivers class (6 weeks) this summer and a Boundaries Junior class (for ages 9-12).

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.

Jennifer reported that we will not be doing a Self Assessment this year.

Next meeting: The next Policy Council meeting is scheduled on Wednesday, April 17, 2019, at 3:30 pm.

Adjournment: The meeting was adjourned at 5 pm.

Submitted by:

Paige Worley, Secretary

Date