



Community Action Partnership  
Head Start/Early Head Start Policy Council

**Minutes**

Via Zoom

Date: February 10, 2021

Time: 2:30 p.m.



**Members Present Via Zoom:** Andrea Fox, Holly Ebner, Stacy Kilwein, Emily Gran

**Absent:** Levi Long, Bonnie Wells, Jocelyn Wilson

**Staff Present:** Jennifer Braun (HS/EHS Director), Erv Bren, (CAP Executive Director), Stacey Kern (Administrative Assistant)

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Andrea Fox, Policy Council Chairperson, at 2:30 p.m.

**Minutes:** The minutes of the January 20, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Emily Gran, Policy Council treasurer, reviewed the Financial Reports.

**Head Start Financial Report – December 2020** – The total remaining in the grant was \$141,450.92 with current month expenditures at \$125,365.95. Administrative costs were at 5%. In kind was at \$739,969.27.

**Early Head Start Financial Report – December 2020** - The total remaining in the grant was \$147,179.56 with current month expenditures at \$75,079.49. Administrative costs were at 12%. In kind was at \$27,817.21.

**Head Start Financial Report – COVID Dollars – December 2020** – The total remaining in the grant was \$66,432.91 with current month expenditures at \$3,188.96. This grant does not require a Non-Federal Share (In Kind) match.

**Early Head Start Financial Report – COVID Dollars – December 2020** - The total remaining in the grant was \$73,732.14 with current month expenditures at \$1,804.25. This grant does not require a Non-Federal Share (In Kind) match.

**CAP Credit Card Statement:** Jennifer reviewed the on the credit card statement. A total of \$2,039.64 was charged for new aprons in Early Head Start, new cell phones for Home Visitors, kitchen supplies, and Head Start Teaching Assistant observation training to obtain CDA certifications.

**CAP Governing Board:** Erv Bren, CAP Executive Director, shared the CAP Governing Board report. The last meeting was January 26, 2021. He shared the Board approved two new members, Stacy Kilwein and Adam Smith. The Board approved the extension of the 80 hours COVID paid sick leave through June 30, 2021. The next CAP Governing Board meeting is scheduled for March 23, 2021, at 10am via Zoom.

## **Unfinished Business**

### **Second Reading of Policies**

**Enrollment and Recruitment Policy:** Jennifer reviewed the recommended changes to the Enrollment and Recruitment policy. Requested points for a child placed with relatives increase (from 10 points to 30 points) and a child with a single parent/incarcerated or deceased increase (from 10 points to 15 points). Emily motioned to approve the changes. Holly seconded the motion. The motion was carried.

**EHS Center Based Eligibility Points:** Jennifer reviewed the recommended changes to the EHS Center Based Eligibility Points. The age range of a child was corrected: 9-18 months was changed to 10-18 months and 18-30 months was changed to 19-36 months. And an increase of points for parents working/school hours between 7am-7pm, from 10 points to 15 points. Holly motioned to approve the changes. Stacy seconded the motion. The motion was carried.

## **New Business**

**Ratification of COVID Funding Carryover Request Grant:** Jennifer reviewed the COVID Funding Carryover Request grant. The agency is requesting a carryover of \$66,423 in Head Start and \$73,743 in Early Head Start COVID funding. She shared the reason for the request is that the global pandemic is not going away, and the program will need the funding to follow specific COVID-19 Policies and Procedures. Emily motioned to approve the ratification of the COVID Funding Carryover Request grant. Holly seconded the motion. The motion was carried.

### **First Reading of Policies**

**Child Abuse and Neglect Policy:** Jennifer reviewed the recommended changes to the Child Abuse and Neglect Policy. The state of North Dakota updated the way child abuse and neglect reports are to be filed. A central intake phone number and fax number was added into the policy. Stacy motioned to approve the motion. Holly seconded the motion. The motion was carried.

**Communication & Data Management Policy:** Jennifer reviewed the recommended changes to the Communication & Data Management Policy. Information or memos for CAP staff are posted on the GreenShades website, with all CAP staff having access. Emily motioned to approve the change. Holly seconded the motion. The motion was carried.

**Self-Assessment Policy:** Jennifer shared the recommended changes to the Self-Assessment Policy. Holly motioned to approve the policy. Stacy seconded the motion. The motion was carried.

**Staff Qualification and Professional Development Policy:** Jennifer shared there were no recommended changes to the Staff Qualification and Professional Development Policy. Emily motioned to approve the policy. Stacy seconded the motion. The motion was carried.

**Directors Report:** The Director's Report included Key Indicators, Program Summary, Attendance Analysis (EHS), and Staff Changes/Resignations. Total cumulative enrollment for Head Start for January 2021 is one hundred twelve children. Four new children enrolled in January. All four of the new students speak English. Three new children in January have transportation provided for them.

Six children were placed on an IEP in the month of January. Two of the six children were on IEP's prior to enrollment and four children were placed on IEP's during the year.

Total cumulative enrollment for Early Head Start for January 2021 is sixty eight. One child has aged-out of the program. Three of the four new students have health insurance. Early Head Start families receiving WIC is thirty two and receiving Food Stamps at enrollment is seventeen.

Attendance for Early Head Start for January was above 85% for all three classrooms.

Program Summary for January 2021, the management team and the T/TA point of contact met to complete the CAP HS/EHS T/TA Agreement for the next five year grant cycle. The group discussed the most concerns in the program, and where the training focus needs to be. Family Partnership staff continues to complete intakes, largely through mail and by drop-off. Education Component Program Summary for HS completed CLASS (Classroom Assessment Scoring System) our scores are along with comparison national average score from 2020. EHS teachers and home visitors attended the first training in the Supporting Language Literacy coach on January 25<sup>th</sup>. Health Component for HS: 91% of children have health insurance, 94% are in a medical home, 46% are up to date on well child exams, 97% are up to date on immunizations or exempt from, 83% are with dental, and 83% are up to date on dental exams. Health Component for EHS: 91% of children have health insurance, 94% are in a medical home, 80% are up to date on well child exams, and 91% are up to date on immunization or exempt from immunizations.

**Reports from Policy Council Parent Representative:** Andrea Fox reported Health and Safety Fair has been canceled for April. United Way has asked Badlands Baby to join their July event, the Bakken Inflatables. Scheduled to be an outdoor event. There will be no charge for registration. The inflatable event scheduled for August 28<sup>th</sup> 2021.

**Reports from Policy Council Community Representative:** Stacy Kilwein shared the West Dakota Parent and Family Resource Center will be signing up families to

transition from elementary school to the middle school. So far, twenty families have signed up. They will have three sessions starting in April  
Emily Gran reported Healthy Families will be starting a nonprofit called Uspire ND. No physical location yet, but they are working on grants and funding.

**Announcements:** Policy Council members were reminded to fill out the In Kind forms. Stacey will mail them to you along with a stamped, self-addressed envelope.

**Next meeting:** The next Policy Council meeting is scheduled for March 10, 2021 at 2:30pm via Zoom.

**Adjournment:** The meeting was adjourned at 3:30 pm.

**Submitted by:**

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Holly Ebner, Secretary

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Date