



Community Action Partnership  
Head Start/Early Head Start Policy Council

**Minutes**

Via Zoom

Date: June 9, 2021

Time: 3:00 p.m.



**Members Present Via Zoom:** Andrea Fox, Holly Ebner

**Absent:** Jocelyn Wilson, Levi Long, Emily Gran, Stacy Kilwein

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

**Quorum Met:** No; voting for policies was via e-mail

**Call to Order:** The meeting was called to order by Andrea Fox, Policy Council Chairperson, at 3:00 p.m.

**Minutes:** The minutes from the May 12, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Jennifer, in the absence of Emily Gran, Treasurer, reviewed the Financial Report.

**Head Start Financial Report – April 2021** – The total remaining in the grant is \$923,316.72 with current month expenditures at \$86,496.29. Administrative costs are at 9%. Current monthly In-kind is at \$5,247.74.

**Early Head Start Financial Report – April 2021** - The total remaining in the grant is \$853,404.14 with current month expenditures at \$80,113.92. Administrative costs are at 12%. Current monthly In-kind is at \$8,742.42.

**Head Start Financial Report – COVID Dollars – April 2021** – The total remaining in the grant is \$57,670.77 with current month expenditures at \$4,325.53. This grant does not require a Non-Federal Share (In Kind) match.

**Early Head Start Financial Report – COVID Dollars – April 2021** - The total remaining in the grant is \$70,284.48 with current month expenditures at \$896.45. This grant does not require a Non-Federal Share (In Kind) match.

**CAP Credit Card Statement:** Jennifer reviewed the charges on the credit card statement.

**CAP Governing Board:** Erv reviewed the minutes from the CAP Governing Board. Joe Armbrust submitted his letter of resignation from the Community Action Board effective May 25, 2021.

Head Start/Early Head Start will receive approximately \$227,000 from the American Rescue Plan for program enhancement. A portion of the funding will be used for the window repair project at the Head Start building.

### **Unfinished Business**

**Second Reading of Policies** – Jennifer reviewed the policies and any changes.

**Child Care and Travel Vouchers:** Jennifer reviewed the Child Care and Travel Vouchers. No changes made to the Child Care and Travel Voucher.

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-

The motion was carried.

**Confidentiality Policy and Agreement:** Jennifer reviewed the Confidentiality Policy and Agreement. No changes made to the Confidentiality Policy and Agreement.

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-

The motion was carried.

**Fundraiser Policy and Agreement:** Jennifer reviewed the Fundraiser Policy and Agreement. No changes made to the Fundraiser Policy and Agreement.

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-

The motion was carried.

**Impasse-Internal Dispute Resolution Policy:** Jennifer reviewed the Impasse-Internal Dispute Resolution Policy. No changes made to the Impasse-Internal Dispute Resolution Policy.

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-

The motion was carried.

**Parents Rights and Responsibilities:** Jennifer reviewed the Parents Rights and Responsibilities. No changes made to the Parents Rights and Responsibilities.

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-

The motion was carried.

**Step Parents and Nonresidential Parents' Policy:** Jennifer shared the suggested changes regarding biological parents making changes to the child's emergency card.

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-  
The motion was carried.

### **New Business**

**Approval of CAP Personnel Policies:** Erv stated throughout the year a list of changes to the Personnel Policies are kept in the Human Resource area. The Personnel Committee met on April 14, 2021 to review the changes, additions or deletions to the policies per minutes of the meeting. The personnel Policies were also reviewed by Diane Melbye, Legal Counsel.

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-

The motion was carried.

**Approval of Head Start children at 0-100% FPL for Fall 2021:** Jennifer reviewed the spreadsheet of Heat Start waitlist of children scoring with the highest eligibility points, age and FPL.

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-

The motion was carried.

**Approval of Head Start Teaching Assistant (DPS):** Shannon Ritcheson was offered the position as Head Start Teaching Assistant (DPS).

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-

The motion was carried.

### **First Reading of Policies**

**Grievance Policy:** Jennifer reviewed the Grievance Policy. No changes made to the Grievance Policy.

Aye- Holly Ebner, Emily Gran, Stacy Kilwein, Levi Long

Naye-

Abstain-

The motion was carried.

**Directors Report:** The Director's Report included Key Indicators; Program Summary; Attendance Analysis; Staff Changes/Resignations; ACF-PI-HS-21-04; Notice of Award- APR COVID Funds; ACF-IM-HS-21-02.

Total cumulative new enrollment for Head Start for May 2021 is zero. Total enrollment for the year is 120. 88% of children are acquiring/learning another language in addition to English. 10% of children speak Spanish. 88% of children has health insurance. 93% of children have an ongoing source of continuous, accessible health care provided by a provider that maintains their ongoing health record. 73% of children are up-to-date on a schedule of age appropriate

preventative and primary health care. 95% of children are up-to-date on immunizations appropriate for their age. 78% of children are with continuous, accessible dental care. 65% of children received preventative care during the program. 40% of children have had an IEP any time during the enrollment period. 23% of families are receiving services under WIC and 16% of families are receiving SNAP. 112 families have Family Partnership Agreements 73% of those families have met their goals.

Total cumulative new enrollment for Early Head Start for May 2021 is six. One new expectant mom. Three of the new enrollments are homeless. Five infants/toddlers have left the program after class or after a home visit. Five of the new enrollments speak English.

88% of all children enrolled are up-to-date on their immunizations. 49% have been on an IFSP any time during the year. 51% of families are receiving WIC and 28% of families are receiving food stamps.

Attendance in EHS Caterpillar classroom for May was 81%. Total percentage for the month was 88%.

In the Program Summary, the ACF-PI-HS-21-03 was release on May 4, 2021 regarding the American Rescue Plan for FY 2021. ACF-PI-HS-21-04 released on May 20, 2021 regarding the expectations for Head Start programs in the upcoming program year.

Tessah Hewson and Teri Clark resigned from their position as Teaching Assistants on the DPS classroom.

Attendance for Irelynn's AM classroom in May was 70%, her PM classroom was 48%, due to COVID. Kelsey's AM classroom was 82% and her PM classroom was 84%. Stacey's classroom was 82% and Desi/Bridgette's classroom was 81%.

ACF-PI-HS-21-04 describes the Office of Head Start expectations for HS programs to begin working toward full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program options.

Notice of Award-ARP COVID Funds awarded May 26, 2021.

ACF-IM-HS-21-02 The Office of Head Start recognizes that payment of group health insurance premiums by furloughed employees may create a financial burden. The likelihood that qualified staff will return when needed for fall services. Uninterrupted availability of insurance coverage may assist a grantee's recruitment and retention efforts.

### **Reports from Parent Policy Council Members:**

### **Reports from Committee Members:**

**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 July 21, 2021 at

3:00pm via Zoom.

**Adjournment:** The meeting was adjourned at 3:45 pm.

**Submitted by:**

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Holly Ebner, Secretary

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Date