



Community Action Partnership  
Head Start/Early Head Start Policy  
Council

**Minutes**

In Person and Zoom  
August 11, 2021  
3:00 p.m.



**Members Present in Person:** Emily Gran, Andrea Huschka

**Members Present Via Zoom:** Levi Long

**Absent:** Jocelyn Wilson, Stacy Kilwein, Holly Ebner

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

**Quorum Met:** Yes

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

**Minutes:** The minutes from the July 21, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Emily Gran, Treasurer, reviewed the Financial Report.

**Head Start Financial Report – June 2021** – The total remaining in the grant is \$656,247.03 with current month expenditures at \$135,167.43. Administrative costs are at 10%. Current monthly In-kind is at \$1,730.12.

**Early Head Start Financial Report – June 2021** - The total remaining in the grant is \$653,189.70 with current month expenditures at \$115,685.52. Administrative costs are at 12%. Current monthly In-kind is at \$8,218.37.

**Head Start Financial Report – COVID Dollars – June 2021** – The total remaining in the grant is \$50,853.44 with current month expenditures at \$1,465.07. This grant does not require a Non-Federal Share (In Kind) match.

**Early Head Start Financial Report – COVID Dollars – June 2021**- The total remaining in the grant is \$63,861.01 with current month expenditures at \$1,976.30. 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 Report:** Jennifer, in the absence of Erv Bren, reviewed the CAP Governing Board report. The CAP Governing Board meeting was July 27, 2021 at the Rough Rider Hotel in Medora, ND. Department of Energy (DOE) FY2021 Weatherization budget and narrative were distributed. The Western Edge building will be cleaned and painted prior to listing the building for sale. The State CAP convention will be held at the Roosevelt Grand Dakota Lodge in Dickinson, September 13-14, 2022. Funds have been received for the North Dakota Rent Help Program from the Department of Human Services to hire Application Counselors.

### **Unfinished Business**

#### **Second Reading of Policies**

**Eligibility & Intake Policy:** Jennifer reviewed the Eligibility & Intake Policy. No changes were made to the policy. Emily motioned to approve the policy. Levi seconded the motion. The motion was carried.

**Policy Council Chairperson, Policy Council Elections, Policy Council North Dakota Head Start Association Representative, Policy Council Secretary, Policy Council Treasurer, and Shared Governance policies:** No changes were made to the above policies. Emily motioned to approve the policies. Levi seconded the motion. The motion was carried.

**Policy Council Code of Conduct:** Jennifer shared the recommended changes. The “Doing things” was recommended to be changed to “Acting in ways”. And Early Head Start was added to read “Head Start/Early Head Start”. Emily motioned to approve the procedure. Levi seconded the motion. The motion was carried.

**Policy Council Finance Committee:** Jennifer shared the recommended changes. The Policy Council Treasurer’s term will follow the Head Start/Early Head Start grant cycle year. Levi motioned to approve the procedure. Emily seconded the motion. The motion was carried.

**Policy Council Job Description:** Jennifer shared the recommended changes. Regular attendance will include an online platform such as Zoom or Microsoft Teams. Emily motioned to approve the procedure. Levi seconded the motion. The motion was carried.

**Policy Council Policies and Procedures:** Jennifer shared the recommended changes. All representatives will follow the Head Start/Early Head Start grant cycle year; beginning February 1<sup>st</sup> and ending January 31<sup>st</sup>. Voting can be held following the meeting via e-mail or conference call. Attending by an online platform such as Zoom or Microsoft Teams was added. Emily motioned to approve the procedure. Levi seconded the motion. The motion was carried.

## **New Business**

**Approval of the Head Start Bus Driver Kari Bertelsen:** Jennifer gave a brief bio about Kari Bertelsen. Emily motioned to approve the procedure. Levi seconded the motion. The motion was carried.

**Approval of Head Start/Early Head Start Family Partnership Case Manager Leigh Hill-Wittenberg:** Jennifer gave a brief bio about Leigh Hill Wittenberg. Stacy motioned to approve the procedure. Holly seconded the motion. The motion was carried.

## **First Reading of Policies**

**Coaching Policy:** Jennifer reviewed the Coaching Policy. No recommended changes made to the policy. Emily motioned to approve the policy. Levi seconded the motion. The motion was carried.

**Ongoing Monitoring Procedure:** Jennifer reviewed the Ongoing Monitoring Policy. No suggested changes made to the policy. Emily motioned to approve the policy. Levi seconded the motion. The motion was carried.

**Staff Background Check Policy:** Jennifer reviewed the changes to the Staff Background Check Policy. Badlands Human Services Assistant Regional Representative of Social Service Programs was changed to Administrative Assistant with the ND Department of Human Services. Emily motioned to approve the procedure. Levi seconded the motion. The motion was carried.

**Directors Report:** The Director's Report included Program Summary; Attendance Analysis (EHS Only); Staff Changes/Resignations; Health Services Advisory Committee Meeting Minutes; ACF-IM-HS-21-03; ACF-IM-HS-21-04 and Notification of Focus Area 1 (FA1).

In the Program Summary for July, the Head Start and Early Head Start management team met with Niki Spears, co-founder of The Energy Bus for Schools, on July 21 and July 29. Goals for staff training were discussed. Information on the program and the training was provided by Niki Spears.

On July 27, 2021, The Office of Head Start sent out an information memorandum providing information related to the Fiscal Year 2022 Monitoring Process. On July 28, 2021, they sent out an information memorandum providing information terminology changes that are used in official documents, correspondence, and communications.

Head Start and Early Head Start Family Partnership staff continues to complete intakes for 2020-2021 school year. Early Head Start Education teaching staff participated in TLC Group Session on July 23, 2021.

The Head Start Health has been educating new families, enrolling in the program, the importance of a health care provider and the importance of staying up to date with well child checkups, dental exams, and vaccinations. Early Head Start health staff is

continuing to follow up and track WCC's and immunization records. A Health Advisory Committee meeting was held on July 16, 2021 to update and review Health and Safety Policies. Increasing the education of WIC and SNAP to families. The Short-Term Exclusions was changed from stating "doctors note" to "medical providers note". COVID-19 procedures were added based on the CDC symptoms list. In the Health Screening Procedures, visual acuity is 20/40 each eye individually. As of 7/19/2021 all vision clinics still accept Medicaid. Guidelines will be followed to bring tooth brushing back.

Attendance Analysis of the Early Head Start Safari classroom was 76%. The lower attendance is due to a new born transitioning into the classroom two day a week.

ACF-IM-HS-03; Administration for Children and Families reviewed the Focus Area 1 and 2, the implementation and start date for each.

ACF-IM-HS-04; Administration for Children and Families reviewed the terminology changes in documents, correspondence and other communication to align with terminology used in 2 CFR Part 200 and 45 CFR Part 75.

Notification of Upcoming FA1 letter from the Office of Head Start will conduct a Focus Area 1 (FA1) monitoring review of our agency in Program Year 2021-2022.

**Reports from Parent Policy Council Members:** None

**Reports from Committee Members:** Andrea Huschka shared information about South West District Health Unit WIC program. Emily Gran shared USpireND will be reviewing 75 car seats in mid-August to be distributed to families in need. Backyard Play Café host special events gearing to help community and family needs.

**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 September 8, 2021 at 3:00pm in person and 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