



Community Action Partnership  
 Head Start/Early Head Start Policy Council  
**Minutes**  
 Via Zoom



Date: January 20, 2021  
 Time: 2:30 p.m.

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

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

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

**Quorum Met:** No. (Email vote for motions)

**Email Vote:**

**Call to Order:** The meeting was called to order by Jennifer Braun, HS/EHS Director, at the request of Andrea Fox, Policy Council Chairperson, at 2:34 p.m. We will email the motions since we don't have a quorum.

**Minutes:** The minutes of the December 16, 2020 meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Jennifer Braun, HS/EHS Director, at the request of Emily Gran, Policy Council treasurer, reviewed the Financial Reports.

**Head Start Financial Report – November 2020** – With two months left in the grant period, the current month expense is \$24,607.17, and the total remaining in the grant is \$266,816.87. Administrative costs were at 5%. InKind is at \$733,927.39.

**Early Head Start Financial Report – November 2020** – With two months left in the grant period, the current month expense is \$76,655.59, and the total remaining in the grant is \$222,259.05. Administrative costs were at 13%. InKind is at \$17,264.19.

**Head Start Financial Report – COVID Funding - November 2020** – With two months left in the grant period, the current month expense is \$5,363.58, and the total remaining in the grant is \$69,621.87.

**Early Head Start Financial Report – COVID Funding - November 2020** – With two months left in the grant period, the current month expense is \$3,795.42, and the total remaining in the grant is \$75,536.369.

**USDA:** For the month of December, 2020, the program received \$8,212.91 in reimbursement from the CACFP program.

**CAP Credit Card Statement:** There was no credit card statement for this meeting.

**CAP Governing Board:** Erv Bren, CAP Executive Director, shared the CAP Governing Board did have a special meeting on Tuesday, December 29, 2020. The purpose of the meeting was to approve the CAP Agency Audit. Due to COVID restrictions and issues, the audit team was not able to complete the full audit by the November Board meeting. The audit was approved at this special meeting. The next CAP Governing Board meeting is scheduled for January 26, 2021, at 10am via Zoom.

### **Unfinished Business**

**Second Reading of Policies** – There were no policies that were presented for second reading.

### **New Business**

**Approval of Community Action Partnership Agency Audit:** Erv Bren reviewed the reviewed the CAP agency audit. The audit was provided to all members prior to the meeting. He shared the agency received a full opinion on the audit of compliance. The audit report stated the auditors did not identify any deficiencies in internal control over compliance that were considered to be material weaknesses. Emily moved to approve the CAP Agency Audit. Andrea seconded the motion.

Aye: Emily Gran, Levi Long, Holly Ebner, Jocelyn Wilson, Stacy Kilwein, Bonnie Wells

Naye:

Abstain:

**Approval of COVID Funding Carryover Request Grant:** Jennifer Braun 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.

Holly moved to approve the COVID Funding Carryover Request grant. Emily seconded the motion.

Aye: Emily Gran, Levi Long, Holly Ebner, Jocelyn Wilson, Stacy Kilwein, Bonnie Wells

Naye:

Abstain:

**Approval of Head Start/Early Head Start Assistant Cook:** Jennifer Braun reported that the recommendation was to hire Kristi Kitzan as the HS/EHS Assistant Cook. She gave a brief bio on Kristi. Emily moved to approve the hire of Kristi Kitzan. Holly seconded the motion.

Aye: Emily Gran, Levi Long, Holly Ebner, Jocelyn Wilson, Stacy Kilwein, Bonnie Wells

Naye:

Abstain:

**Approval of Head Start Teacher Assistant:** Jennifer Braun reported that the recommendation was to hire Tessah Hewson as the HS Teacher Assistant. She gave a brief bio on Tessah.

Andrea moved to approve the hire of Tessah Hewson. Holly seconded the motion.

Aye: Emily Gran, Levi Long, Holly Ebner, Jocelyn Wilson, Stacy Kilwein, Bonnie Wells

Naye:

Abstain:

### **First Reading of Policies**

**Enrollment/Recruitment Policy:** Jennifer Braun reported that there were no suggested changes in the Enrollment/Recruitment Policy, but that there were some suggested changes to the selection criteria.

Holly moved to approve the Enrollment/Recruitment Policy as read. Emily seconded the motion.

Aye: Emily Gran, Levi Long, Holly Ebner, Jocelyn Wilson, Stacy Kilwein, Bonnie Wells

Naye:  
Abstain:

**EHS Center Based Points:** Jennifer Braun reported that there were some suggested changes to the EHS Center Based Points, one to make the age range more understandable, and a change to the points for those parents/guardians working between the hours of 7am-7pm.

Emily moved to approve the EHS Center Based Points as read. Andrea seconded the motion.

Aye: Emily Gran, Levi Long

Naye:  
Abstain:

**Director's Report:** Jennifer Braun, presented the Director's Report. Items included in the Director's Report were: Key Indicators (December, 2020), Program Summary (December, 2020), and Attendance Analysis.

**Annual Policy Council ERSEA Training:** Jennifer Braun presented a training to the Policy Council in the area of ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance).

**Parent Committee:** There were no parent committee meetings to share with Policy Council.

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

**Reports from Community Members:**

Emily Gran, Healthy Families of America shared that last Friday, January 15, 2021, Lutheran Social Services of ND, the holder of the HFA grant, declared bankruptcy and had to close their doors. She wanted everyone to know that HFA was still up and running, and they are currently looking for a new grantee. Other LSS of ND services not considered a Tier 1 program were completed.

**Announcements:** Policy Council members were reminded to fill out their InKind forms. Stacey will mail them to you along with a stamped, self-addressed envelope. Please reply to the email motions that will be sent out.

**Next meeting:** The next Policy Council meeting is scheduled **Wednesday, February 10, 2021 at 2:30 pm 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