Community Action Partnership
Head Start/Early Head Start Policy Council
Minutes
In Person and Zoom
December 8, 2021
3:00 p.m.

Members Present in Person: None

Members Present Via Zoom: Andrea Huschka, Stacy Kilwein, Levi Long

Absent: Jocelyn Wilson, Emily Gran

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

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 November 10, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, HS/EHS Director, in the absence of Emily Gran, Treasurer, reviewed the Financial Reports.

Head Start Financial Report – October 2021 – The total remaining in the grant is $336,862.07 with current month expenditures at $112,719.35. Administrative costs are at 6%. Current monthly In-kind is at $743,316.67.

Early Head Start Financial Report – October 2021 - The total remaining in the grant is $373,455.69 with current month expenditures at $74,990.98. Administrative costs are at 12%. Current monthly In-kind is at $12,105.42.

Head Start Financial Report – COVID Dollars – October 2021 – The total remaining in the grant is $33,494.47 with current month expenditures at $1,769.47. This grant does not require a Non-Federal Share (In Kind) match.

Early Head Start Financial Report – COVID Dollars – October 2021- The total remaining in the grant is $57,036.10 with current month expenditures at $970.24. This grant does not require a Non-Federal Share (In Kind) match.

We received $10,983.79 in reimbursement for the food the children ate in September 2021. And we received $9,032.82 in reimbursement for the food the children in the program ate in October 2021.

CAP Governing Board Report: Erv Bren, CAP Executive Director, reported the agency received notification from Blue Cross/Blue Shield regarding the rate adjustments for the agencies health, dental and vision effective January 2022. The rates went up approximately 11.9% for health insurance, 6.7% for dental and no increase for vision.
Erv reviewed the Personnel Policy No. 105 paragraph J, explaining the Health Savings Account. The policy is being revised to add the Health Savings Account employee benefit.
Erv also reviewed information about the Covid-19 vaccine mandate for Head Start and OHSA. The OSHA Covid-19 Emergency Temporary Standard (ETS) is temporarily halted. The Head Start Program Performance Standards (HSPPS) will require the use of face masks for individuals 2 years of age and older, with some exceptions. The new standards will also require vaccination against Covid-19 for all staff, contractors and volunteers working directly with children by January 31, 2022. There will be provisions for exemptions to the vaccination requirement for those who cannot be vaccinated due to medical conditions or sincerely held religious beliefs, practices or observations. For those granted a vaccine exemption, there will be a weekly testing required.
A copy of the Fiscal Audit was distributed to the Board and Erv reviewed the Agency Audit, 990, 403(b) Audit and 5500.
The next Governing Board meeting is scheduled for January 25, 2022, from 10am-12pm at the CAP main office.

Unfinished Business

Second Reading of Policies: Jennifer reviewed each policy.

Convicted Offender Policy. Jennifer reviewed the Convicted Offender Policy. No changes were made. Levi motioned to approve the policy. Stacy seconded the motion. The motion was carried.

Immunization Policy. Jennifer reviewed the Immunization Policy. No changes were made. Stacy motioned to approve the policy. Levi seconded the motion. The motion was carried.

New Business

Approval of CAP Agency Audit & 990: Erv reviewed the CAP Agency Audit and 990. Levi motioned to approve the CAP Agency Audit. Stacy seconded the motion. The motion was carried.

Approval of CAP 403b Audit and 5500: Erv reviewed the CAP 403(b) Audit and 5500. Stacy motioned to approve the CAP 403b Audit and 5500. Levi seconded the motion. The motion was carried.

Approval of CAP Personnel Policy Revision: Erv reviewed the CAP Personnel Policy Revision. Levi motioned to approve the CAP Personnel Policy Revision. Stacy seconded the motion. The motion was carried.

First Reading of Policies- NA

Directors Report: The Director's Report included Key Indicators; Program Summary; Attendance Analysis; Staff Changes/Resignations, CAP Annual Report 2020-2021, HS School Readiness Report Period 1 2021-2022; New Standards for Vaccination and Masking to Reduce Transmission of COVID-19 Final Rule.

Key Indicators for Head Start for November included 3 new students, 4 children left the program after class of home visit and did not re-enroll. 125 children have health insurance, 76 children are up to date on well child checks, and 106 children have continuous, accessible dental care provided by a dentist. 37 children are on an IEP. 46 families receive WIC and 48 families receive SNAP.

Key Indicators for Early Head Start for November include 1 new student. 59 children have health insurance, 46 children are up to date on well child checks. 36 families receive WIC and 18 families receive SNAP.

Head Start Attendance Analysis for Brittnee's AM classroom was 76%, Brittnee's PM classroom was 77%, Irelynn's AM classroom was 77%, Irelynn's PM classroom was 76%, Kelsey's AM classroom was 69%, Kelsey's PM classroom was 61%, and Stacey's AM classroom was 77%.

2020-2021 Annual Report covered Education and Cognitive Development. Early Head Start has 90 children age 0-3 completed home base or center base. Head Start has 120 children ages 3-5 years completed home base or center base programs. Housing Services, Health and Social/Behavior Development and Supportive Services for Veterans Families were also covered in the Annual Report.

Head Start School Readiness Report 2021-2022 covered Period 1, Fall 9/7/2021 to 11/8/2021; 128 children were included for assessments. Seven children enrolled after September 7, 2021 and 6 children dismissed. Twenty-two children are English Language Learners. 23-29% are on an IEP and receiving special education services.

CAP Head Start Program Identified School Readiness Goals are Approaches to Learning, Social and Emotional Development, Language communication and Literacy, Cognition and Perceptual Motor and Physical Development.

New Standards includes a letter from Dr. Bernadine Futrell the Director of the Office of Head Start. Her letter includes information from the US Department of Health and

Human Services issuing new Head Start Program Performance Standards (HSPPS), outlining the masking and COVID-19 vaccination requirements for grant recipient staff, timelines, exceptions and exemptions for each. Requiring all Head Start staff, some contractors, and volunteers to be vaccinated against COVID-19 and universal masking for all individuals 2 years of age and older. The HSPPS requires these individuals to be vaccinated by January 31, 2022. For those granted a vaccine exemption, there will be weekly testing required.

Parent Committee Minutes: There was no Parent Committees held in the month of November.

Reports from Committee Members: No Reports

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

Next meeting: The next Policy Council meeting is scheduled for January 12, 2022 at 3:00pm in person and via Zoom.

Adjournment: The meeting was adjourned at 4:15 pm.

Submitted by:

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Andrea Huschka, Chairperson Date