



Community Action Partnership  
 Head Start/Early Head Start  
**Policy Council Minutes**  
 January 18, 2023  
 Via Zoom

**Members Present Via Zoom:** Courtney Reile, Ashley Keplinger, Stacy Kilwein, Andrea Huschka

**Absent:** None

**Staff Present:** Jennifer Braun (HS/EHS Director), Julie Biel (HS/EHS Administrative Assistant), Erv Bren (CAP Executive Director), Kelsie Tyrrell (EHS Education Coordinator)

**Quorum Met:** Yes

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

**Minutes:** The minutes of the November 17, 2022, meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Ashley Keplinger, Treasurer, provided the Financial Report.

**Head Start Financial Report** – November, 2022, with grant end date of January 31, 2023 - The total remaining in the grant was \$245,230.02 with current month expenditures at \$210,269.76. Administrative costs were at 8%. In-kind was at \$58,490.98.

**Early Head Start Financial Report** – November, 2022, with grant end date of January 31, 2023 - The total remaining in the grant was \$423,629.94 with current month expenditures at \$80,558.72. Administrative costs were at 11%. In-kind was at \$71,145.97.

**Head Start COVID ARP Funds** – November, 2022 with grant end date of March 2023 – Amount in grant was overspent by \$52,917.82.

**Early Head Start COVID ARP Funds** - November, 2022 with grant end date of March 2023 – Amount left in grant \$20,182.72.

**USDA** – November 2022 funds received for month were \$7,478.93. December 2022 funds received for the month were \$5061.02.

**Credit Card Report** - Jennifer Braun, HS/EHS Director, shared the credit card statement.

**CAP Governing Board** - Erv Bren, CAP Executive Director, shared the last CAP Governing Board meeting was on November 29, 2022, and the next CAP Governing Board meeting will be on January 24, 2023 at 10am. Erv shared four of the board members terms expired. Erv contacted them to see if they were interested in another term. Three Board members, Janell Stoneking, Bev Fuhrman, and Linda Steve committed to another two year term. Dave Wilke declined. Erv shared the HSA contribution went from matching \$50.00 per month to \$100.00 per month. There is another CAPND board training on Friday, January 27, 2023 at 11am via Zoom. Members can register at capnd.org.

### **Unfinished Business**

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

**Convicted Offender Policy** - Jennifer Braun, HS/EHS Director, shared there are no recommended changes at this time. Ashley motioned to approve the second reading of the Convicted Offender Policy. Stacy seconded the motion. The motion carried.

**Immunization Policy** - Jennifer Braun, HS/EHS Director, shared there are no recommended changes at this time. Ashley motioned to approve the second reading of the Immunization Policy. Courtney seconded the motion. The motion carried.

#### **New Business**

**Approval of CAP Annual 403(b) Audit and 5500:** Erv Bran, CAP Executive Director, shared the audit Ashley motioned to approve the Annual 403(b) and 5500 audit as presented by the auditors. Courtney seconded the motion. The motion carried.

**Approval of Early Head Start Education Coordinator** - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Kelsie Tyrrell as the Early Head Start Education Coordinator. Ashley motioned to approve Kelsie Tyrrell as the Early Head Start Education Coordinator. Courtney seconded the motion. The motion carried.

**Approval of Head Start Teaching Assistant** - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Diana Solis as Head Start Teaching Assistant. Ashley motioned to approve Cheryl Diana Solis as the Head Start Teaching Assistant. Courtney seconded the motion. The motion carried.

### **First Reading of Policies**

**Staff Standards of Conduct Policy** - Jennifer Braun, HS/EHS Director, shared there was a sixth Performance Objective added, as well as other corrections made. Ashley motioned to approve the first reading of the Staff Standards of Conduct Policy. Stacy seconded the motion. The motion carried.

**Directors Report: Directors Report:** Jennifer Braun, HS/EHS Director, shared the November and December Key Indicators; the November and December Program Summaries; Attendance Analysis; Staff Changes/Resignations the Head Start/Early Head Start School Readiness Reports 2022-2023 (respectively) for Period 1; and the Program Instruction ACF-PI-HS-23-01.

**Parent Committee Minutes** - There were no Parent Committee meetings held in the month of November or December.

**Reports from Policy Council Parent Representatives:** Andrea Huschka shared the ND Breast Feeding coalition added twenty new \$500.00 work place grants to make breast feeding available in the workplace.

**Announcements:** Jules will send out the In-Kind Forms with a return envelope.

**Next Meeting Date:** The next Policy Council meeting is scheduled for February 8 2023, at 3:00pm at the Early Head Start Center or on Zoom.

**Adjournment:** Andrea Huschka adjourned the meeting at 4:05pm

**Submitted by:**

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Courtney Reile, Secretary

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Date