



Community Action Partnership
Head Start/Early Head Start

Policy Council Minutes

April 12, 2023

Via Zoom and at the EHS Building

Members Present Via Zoom: Jamie Thomas and Andrea Huschka

Members Present at EHS: Stacy Kilwein

Absent: Peter Pollino, Ashley Keplinger

Staff Present: Jennifer Braun (HS/EHS Director), Julie Biel (HS/EHS Administrative Assistant), Connie Lindbo (CAP Executive Assistant), Brittany Brown (HS/EHS Family Partnership Coordinator)

Guests Present: Jasmine Hart (Head Start Region VIII Program Specialist) and Megan Larson (Head Start Region VIII T/TA Point of Contact)

Quorum Met: No; but voting occurred at a later date

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

Minutes: The minutes of the March 8, 2023 meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, HS/EHS Director, in lieu of Ashley Keplinger, Treasurer, provided the Financial Report.

Head Start Financial Report – February, 2023 with grant end date of January 31, 2023 - The the grant was overspent by \$43,147.23 with current month expenditures at \$44,091.54. Administrative costs were at 8%. In-kind was at \$78,320.41. Jennifer shared the Head Start and Early Head Start grant is one pocket of money, and the left over funds in Early Head Start will cover the over spent funds.

Early Head Start Financial Report – February 2023 with grant end date of January 31, 2023 - The total remaining in the grant was \$240,003.56 with current month expenditures at \$37,434.62. Administrative costs were at 10%. In-kind was at \$98,434.82.

Head Start Financial Report – February, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$1,234,124.38 with current month expenditures at \$61,203.62. Administrative costs were at 16%. Did not have the in-kind February total at this time.

Early Head Start Financial Report – February 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$1,071,600.24 with current month expenditures at \$57,312.76. Administrative costs were at 18%. Did not have the February in-kind total at this time.

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

Early Head Start COVID ARP Funds - December, 2022 with grant end date of March 2023 – \$22,873.60

USDA – February, 2023 funds received for the month were \$7,699.95.

CAP Governing Board – Connie Lindbo, CAP Executive Assistant, shared the last CAP Governing Board meeting was on March 28, 2023. The next CAP Board meeting will be on May 23, 2023 at 10am at the CAP building. She also shared the next CAPND Board training is scheduled for April 28, 2023 at 11am. All Policy Council members are welcome to attend both.

Unfinished Business

Second Reading of Policies

Eligibility and Intake Policy - Jennifer Braun, HS/EHS Director, shared there were minimal changes to include SNAP benefits as eligibility for the program, and adding in verbiage pertaining to the Head Start full day classroom (in Dickinson).

Aye- Jamie Thomas, Ashley Keplinger, Andrea Huschka

Naye-

Abstain-

The motion was carried.

Program Planning and Timeline - Jennifer Braun, HS/EHS Director, shared there are no suggested changes.

Aye- Jamie Thomas, Ashley Keplinger, Andrea Huschka

Naye-

Abstain-

The motion was carried.

Staff Income Determination and Verification Acknowledgement Form -

Jennifer Braun, HS/EHS Director, shared there are no suggested changes.

Aye- Jamie Thomas, Ashley Keplinger, Andrea Huschka

Naye-

Abstain-

The motion was carried.

New Business

Approval of 2023 Policy Council Officers – Jennifer Braun, HS/EHS Director, shared the positions to need approval are: Chairperson, Vice Chairperson, Secretary, and Treasurer. Election will take place when there is a quorum.

Approval COLA/QI Grant - Jennifer Braun, HS/EHS Director, shared the program is able to write for \$71,529 for the Head Start Cost of Living Adjustment (COLA) and \$33,962 for the Head Start Quality Improvement (QI), and \$61,906 for the Early Head Start COLA funds and \$26,143 QI funds to award a 5.6% increase to staff salaries and fringe benefits, as well as improve the security and telephones for each program. The budgets are outlined in the attached.

Aye- Jamie Thomas, Ashley Keplinger, Andrea Huschka

Naye-

Abstain-

The motion was carried.

First Reading of Policies

Homeless Policy - Jennifer Braun, HS/EHS Director, shared there were no suggested changes.

Aye- Jamie Thomas, Ashley Keplinger, Andrea Huschka

Naye-

Abstain-

The motion was carried.

Parent Standard of Conduct - Jennifer Braun, HS/EHS Director, shared there are no suggested changes.

Aye- Jamie Thomas, Ashley Keplinger, Andrea Huschka

Naye-

Abstain-

The motion was carried.

Transportation Policy - Jennifer Braun, HS/EHS Director, shared there were no suggested changes.

Aye- Jamie Thomas, Ashley Keplinger, Andrea Huschka

Naye-

Abstain-
The motion was carried.

Directors Report: Directors Report: Jennifer Braun, HS/EHS Director, shared February Key Indicators; February Program Summary; EHS School Readiness Report for Period 2; March Attendance Analysis; Staff Changes/Resignations; ACF-PI-HS-23-03; and ACF-IM-HS-23-01.

Parent Committee Minutes - No Parent Committee meeting to report.

Reports from Policy Council Parent Representatives: No reports from Policy Council Parent Representatives.

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

Next Meeting Date: The next Policy Council meeting is scheduled for May 10, 2023 at 3:00pm at the Early Head Start Center or on Zoom.

Adjournment – Andrea Huschka adjourned the meeting at 4:10pm.
Submitted by:

Ashley Keplinger, Treasurer

Date