



Community Action Partnership
 Head Start/Early Head Start
Policy Council Minutes
 July 12, 2023
 Via Zoom

Members Present Via Zoom: Andrea Huschka, Jamie Thomas, Stacy Kilwein

Absent: Ashley Keplinger

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

Quorum Met: Yes

Call to Order - The meeting was called to order by Andrea Huschka, Policy Council Chairperson at 3pm.

Minutes - The minutes of the June 16, 2023 meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports

Directors Report - Jennifer Braun, HS/EHS Director, shared the June Early Head Start Key Indicators; the June Program Summary; June Early Head Start Attendance Analysis; Staff Changes/Resignations; 2022-2023 Early Head Start School Readiness Report (Period 3), Continuation Grant 2024-2025 Funding Guidance letter; ACF-IM-HS-23-03 and ACF-IM-HS-23-04.

Finance Report - Jennifer Braun, HS/EHS Director, in lieu of Ashley Keplinger, Treasurer, shared the Finance Report.

Head Start Financial Report – May, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$854,734.44 with current month expenditures at \$119,222.71. Administrative costs were at 8%. In-kind was at \$28,240.82

Early Head Start Financial Report – May, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$769,020.44 with current month expenditures at \$93,834.17. Administrative costs were at 10%. In-kind was at \$31,240.08.

USDA – June, 2023 funds received for the month were \$2,637.35.

CAP Governing Board - Erv Bren, CAP Executive Director, reminded all members the next Governing Board meeting will be Tuesday, July 25, 2023, located at the NDSU Extension Center. The meeting will be at 10am, with a board training in the afternoon. All Policy Council Members are invited to come.

Unfinished Business

Second Reading of Policies

Grievance Policy - Jennifer Braun, HS/EHS Director, shared there are no suggested changes. Jamie motioned to approve the second reading of the Grievance Policy. Andrea seconded. The motion carried.

New Business

Approval of Early Head Start Infant/Toddler Teacher - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Shelby Kelsch as an Early Head Start Infant/Toddler Teacher. Jamie motioned to approve Shelby Kelsch as an Early Head Start Infant/Toddler Teacher. Andrea seconded the motion. The motion carried.

Approval of Head Start Over Income for Fall 2023 - Jennifer Braun, HS/EHS Director, requested acceptance of children in the Over Income category for the 2023-2024 Head Start program year. Jamie motioned to accept the Over Income enrollment for the 2023-2024 Head Start program year. Andrea seconded the motion. The motion carried.

Approval of Head Start 101%-130% Income for Fall 2023 - Jennifer Braun, HS/EHS Director, requested acceptance of children in the 101%-130% federal poverty level for the 2023-2024 Head Start program year. Jamie motioned to accept the enrollment of Head Start children at 101%-130% federal poverty level for the 2023-2024 program year. Andrea seconded the motion. The motion carried.

Approval of Medically Underserved Criteria - Jennifer Braun, HS/EHS Director, shared the recommendation for Medically Underserved to be set at 300% federal poverty level. Jamie motioned to approve Medically Underserved at 300% federal poverty level. Andrea seconded the motion. The motion carried.

Approval of Head Start Medically Underserved Criteria for Fall 2023 – Jennifer Braun, HS/EHS Director, requested acceptance of children in the Medically Underserved category for the 2023-2024 Head Start program year. Jamie motioned to accept the Medically Underserved children for the 2023-2024 Head Start program year. Andrea seconded the motion. The motion carried.

First Reading of Policies

Impasse-Internal Dispute Resolution Policy – Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Jamie motioned to approve the first reading of the Impasse-Internal Dispute Resolution Policy. Andrea seconded the motion. The motion carried.

Policy Council Code of Conduct, Policy Council Elections, Policy Council Finance Committee, Policy Council Job Description, Policy Council of North Dakota Head Start Association Representative, Policy Council Secretary, Policy Council Treasurer, and Shared Governance – Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Jamie motioned to approve the first reading of the Policy Council Code of Conduct, Policy Council Elections, Policy Council Finance Committee, Policy Council of North Dakota Head Start Association Representative, Policy Council Secretary, Policy Council Treasurer, and Shared Governance. Andrea seconded the motion. The motion carried.

Policy Council Chairperson - Jennifer Braun, HS/EHS Director, shared the recommendation is to change that the Policy Council Chairperson could vote in case of a tie or for a quorum. Jamie motioned to approve the first reading of the Policy Council Chairperson Policy. Andrea seconded the motion. The motion carried.

Policy Council Policies and Procedures - Jennifer Braun, HS/EHS Director, shared the recommendation is to move the terms of Policy Council members from three one-year terms to five one-year terms to match the Head Start Program Performance Standards. Also, the meetings could be on ZOOM or TEAMS. Jamie motioned to approve the first reading of the Policy Council Policies and Procedures. Andrea seconded the motion. The motion carried.

Committee Reports

Parent Committee Minutes - No Parent Committee meeting minutes to report.

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

Reports from Policy Council Community Representatives – Stacy Kilwein shared that the “Gearing up for Pre-School” will begin on September 4, 2023 for parents with three-year old children. West Dakota Parent and Family Resource Center will also have “Gearing up for Kindergarten” and “Love and Logic” classes in the fall.

Andrea Huschka shared that the first week of August is “World Breast Feeding Week.” WIC is partnering up with the Southwest District Breastfeeding Coalition; the theme will be “Supporting Working Women and Breastfeeding.” There was discussion about creating a revolving resource list for community agencies working with children needing mental health services could access to help out the children and parents.

Announcements - Policy Council members were reminded to fill out the InKind form for this meeting. The form will be mailed to each member along with a stamped, self-addressed envelope.

Next Meeting Date - The next Policy Council meeting is scheduled for September 13, 2023 at 3:00pm at the Early Head Start Center or on Zoom.

Adjournment – Andrea Huschka adjourned the meeting at 4:05pm.

Submitted by:

Jamie Thomas, PC Secretary

Date