



Community Action Partnership
 Head Start/Early Head Start
Policy Council Minutes
 September 13, 2023
 Via Zoom

Members Present Via Zoom: Andrea Huschka and Jamie Thomas

Members Absent: Ashley Keplinger, Stacy Kilwein

Staff Present: Jennifer Braun (HS/EHS Director) and Jules Biel, EHS
 Administrative Assistant

Quorum Met: Yes

Call to Order - The meeting was called to order by Andrea Huschka, Policy Council Chairperson at 3:08pm.

Minutes - The minutes of the July 12, 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, shared the Finance Report.

Head Start Financial Report – July, 2023 with grant end date of January 31, 2024. The total remaining in the grant was \$703,709.15 with current month expenditures at \$30,581.81. Administrative costs were at 10%. In-kind was at \$28,240.82

Early Head Start Financial Report – July, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$577,637.13 with current month expenditures at \$55,111.97. Administrative costs were at 11%. In-kind was at \$36,903.06.

USDA – July, 2023 funds received for the month were \$2,499.69.

August 2023 funds received for the month were \$2,9992.73.

Credit Card statement was-provided.

CAP Governing Board – Jennifer Braun HS/EHS Director, in lieu of Erv Bren, CAP Executive Director, shared information from the July 25, 2023 meeting.

The next meeting will be Tuesday, Sept. 26, 2023, 10am at the Community Action Building. All Policy Council Members are invited to come.

Unfinished Business

Second Reading of Policies

Impasse-Internal Dispute Resolution Policy – Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Jamie motioned to approve the second 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 Policies and Procedures, Policy Council Secretary, Policy Council Treasurer, Shared Governance – Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Jamie motioned to approve the second reading of the Policy Council Code of Conduct, Policy Council Elections, Policy Council Finance Committee, Policy Council 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 HS/EHS Director, shared the recommendation is to change that the Policy Council Chairperson could vote if needed for a quorum. Jamie motioned to approve the second 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 second reading of the Policy Council Policies and Procedures. Andrea seconded the motion. The motion carried.

New Business

Approval of Self Assessment Action Plan 2023-2024 - Jennifer Braun, HS/EHS Director, shared the Self Assessment Action Plan for the 2023-2024 program year. The goals action steps and the targeted dates for each of the goals were discussed. Jamie motioned to approve the Self Assessment Action Plan for 2023-2024. Andrea seconded the motion. The motion carried.

Approval of Head Start Education Coordinator - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Holly Hurt as the Head Start Education Coordinator. Jamie motioned to approve the hire of Holly Hurt as the Head Start Education Coordinator. Andrea seconded the motion. The motion carried.

Approval of Head Start Teaching Assistants - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Sahra Henriquez Lopez, Melissa Miller, and Fedra Som as Head Start Teaching Assistants. Jamie motioned to approve the hire of Sahra Henriquez Lopez, Melissa Miller and Fedra Som as Head Start Teaching Assistants. Andrea seconded the motion. The motion carried.

First Reading of Policies

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

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

Staff Background Check Policy - Jennifer Braun, HS/EHS Director, shared the recommended change is that the North Dakota Bureau of Criminal Investigation (BCI) will forward a written statement of findings to the CAP Executive Assistant via e-mail instead of the HS/EHS Director. Jamie motioned to approve the first reading of the Staff Background Check Policy. Andrea seconded the motion. The motion carried.

Directors Report - Jennifer Braun, HS/EHS Director, shared the July 2023 Early Head Start Key Indicators, Program Summary for July 2023, July 2023 EHS Attendance Analysis, Staff Changes/Resignations, and the Head Start and Early Head Start Program Information Report (PIR) for the 2022-2023 school year.

Committee Reports

Parent Committee Reports – There were 2 committee reports – one from Dickinson Head Start Brittnee’s open house on September 7, 2023 and one from Mott Head Start open house, also on September 7, 2023.

Reports from Policy Council Parent Representatives – None to report

Reports from Policy Council Community Representatives – Andrea Huschka reported she is on the Region VII System of Care Hearing Committee as a parent representative. She requested if Policy Council member knew of any parents that would like to be a representative to let her know, they need more family voices. This Committee's goal is to provide services and systems of care to address behavioral and mental health early. It is for families with children up to 21 years of age.

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 October 11, 2023 from 3-4pm at the Early Head Start Center or via ZOOM.

Adjournment – Andrea Huschka adjourned the meeting at 3:48pm.

Submitted by:

Jamie Thomas, PC Secretary

Date