



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

Members Present Via Zoom: Andrea Huschka and Jamie Thomas

Staff Present: Jennifer Braun (HS/EHS Director), Jim Pavlicek (CAP Finance 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 3:00pm.

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

Committee Reports

Finance Report - Jennifer Braun, HS/EHS Director, shared the Finance Report in lieu of a Policy Council Treasurer.

Head Start Financial Report – October, 2023 with grant end date of January 31, 2024. The total remaining in the grant was \$465,683.12 with current month expenditures at \$171,947.47. Administration costs were 9%. In-kind was at \$38,750.18.

Early Head Start Financial Report – October, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$332,412.92 with current month expenditures at \$104,773.01. Administrative costs were at 10%. In-kind was at \$62,635.80.

USDA – October, 2023- the amount received was \$12,039.76.

November, 2023 – the amount received was \$9,987.28.

CAP Governing Board – Jennifer Braun, in lieu of Erv Bren, CAP Executive Director, shared that the next Governing Board meeting will be on Tuesday, January 24, 2024, at 10am at the Community Action Partnership Building. All Policy Council members are invited to attend.

Unfinished Business

Second Reading of Policies:

Convicted Offender Policy - Jennifer Braun, HS/EHS Director, recommended removing the paragraph: “*The Head Start Education Coordinator will receive a Convicted Offender letter from the Dickinson Public School’s Superintendent’s office when new offenders move into the area.*” She recommended removing this as the previous HS Education Coordinator was also contracted with Dickinson Public Schools. Jamie motioned to approve the second reading of the Convicted Offender Policy as amended. Andrea seconded the motion. The motion carried.

Immunization Policy - Jennifer Braun, HS/EHS Director, shared that there were no recommended changes. Jamie motioned to approve the second reading of the Immunization Policy. Andrea seconded the motion. The motion carried.

New Business

Approval of Community Action Partnership Annual Audit, 403(b) and 990 tax return – Jim Pavlicek, CAP Finance Director, shared the Community Action Partnership Annual Audit Report, 403(b) and the 990 tax return. Jim shared the audit had an unmodified opinion, and that there is one financial statement of findings pertaining to the area of proposition of journal entries. Due to the size of the agency, this finding is given every year. Community Action Partnership has submitted a Corrective Action Plan for this finding. Jamie motioned to approve the Community Action Partnership Annual Audit, 403(b) Audit and the 990 Tax Return. Andrea seconded the motion. The motion carried.

Approval of Head Start Teaching Assistant - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Carjne Ishimwe as a Head Start Teaching Assistant. Jamie motioned to approve the hire of Carine Ishimwe as a Head Start Teaching Assistant. Andrea seconded the motion. The motion carried.

Approval of Early Head Start Teaching Assistant - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Morgana Calderon as an Early Head Start Teaching Assistant. Jamie motioned to approve the hire of Morgana Calderon as an Early Head Start Teaching Assistant. Andrea seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitute - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Erica Kruger as a Head Start/Early Head Start Teaching Assistant Substitute. Jamie motioned to approve the hire of Erica Kruger as a Head Start/Early Head Start Teaching Assistant Substitute. Andrea seconded the motion. The motion carried.

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

First Reading of Policies

Preventing and Addressing Lead Exposure Policy - Jennifer Braun, HS/EHS Director, shared this is a new policy. The objective is to ensure that all facilities are free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety. This policy will include testing for lead in the drinking water and in paint in the facility. Jamie motioned to approve the Preventing and Addressing Lead Exposure Policy. Andrea seconded the motion. The motion carried.

Directors Report - Jennifer Braun, HS/EHS Director, shared the October and November HS/EHS Key Indicators; the November HS/EHS Program Summary; November HS/EHS attendance analysis; staff resignation; the ACF-PI-OHS-23-04; the Overview of the Notice of Proposed Rule Making (NPRM); the 45 Day Monitoring Review Notification letter for the Head Start program for the CLASS video reviews; and the Early Head Start Underenrollment Letter. Discussion was had. The Director's report was filed.

Committee Reports

Parent Committee Reports – There were no-Parent Committee meeting minutes to share.

Reports from Policy Council Community Representatives

Andrea shared the United Way Angel Tree requests from Heart River Elementary were sent to a wrong address. She shared 70 Heart River Elementary children will not be able to get an Angel Tree gift this year. The United Way is looking for any individuals who would want to sponsor some of the Angel Tree tags, as they need to get the gifts dispersed.

Andrea also shared that her and three others in the WIC office are now Safe Sleep certified, and can provide cribs for families in need through the Cribs for Kids program.

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 January 17, 2024, from 3-4pm at the Early Head Start Center or on ZOOM.

Adjournment – Andrea Huschka adjourned the meeting at 4:25pm.

Submitted by:

Jamie Thomas, PC Secretary

Date