



Community Action Partnership  
Head Start/Early Head Start Policy Council

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**Minutes**

Zoom

February 12, 2024

12:00 p.m.

**Members Present Via Zoom:** Afia Appiagyei, Andrea Huschka, Carolyn Morowski

**Staff Present:** Jennifer Braun (HS/EHS Director)

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Andrea Huschka, Policy Council Chairperson, at 12:00 p.m.

**Minutes:** The minutes from the December 13, 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 a Policy Council Treasurer, reviewed the Financial Reports.

Head Start Financial Report – December, 2023 with grant end date of January 31, 2024 – The total remaining in the grant was \$214,250.94 with current month expenditures at \$125,021.91. Administrative costs are at 9%. InKind was at \$53,775.04.

Early Head Start Financial Report - December, 2023 with grant end date of January 31, 2024 – The total remaining in the grant was \$155,863.91 with current month expenditures at \$85,714.44 Administrative costs are at 10%. InKind was at \$73,269.48.

The January, 2024, USDA statement was not sent at the time of the meeting.

Jennifer shared the credit card statement.

CAP Governing Board – Jennifer Braun, HS/EHS Director, in lieu of a Governing Board member, shared the Governing Board meeting minutes from January 25, 2024. Highlights from the meeting include approval of the Community Services Block Grant (CSBG), and information shared on the CAP Conference being held October 1-2, 2024, in Grand Forks, ND.

Jennifer Braun, HS/EHS Director, completed ERSEA training with the board at the January meeting.

The 2024 Federal Poverty Guidelines were released and the board received copies of the guidelines at the January meeting.

The next Governing Board meeting is scheduled for March 26, 2024, from 10am-12pm at the CAP main office.

## **Unfinished Business**

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

**Preventing and Addressing Lead Exposure Policy** - Jennifer Braun, HS/EHS Director, shared the suggested changes. Carolyn recommended adding verbiage in the policy regarding any future construction ensuring paint is lead free. Carolyn motioned to approve the Preventing and Addressing Lead Exposure Policy for second reading. Afia seconded the motion. The motion carried.

**Enrollment/Recruitment Policy** - Jennifer Braun, HS/EHS Director, shared the recommended changes in the recruitment area of the policy. Jennifer also shared the Head Start and Early Head Start selection criteria, including the recommendation from the previous meeting. Carolyn recommended to give points for being a teen parent for Head Start selection criteria. Andrea recommended changing a teenager as anyone under the age of 20. Carolyn motioned to approve the second reading of the policy with the recommended changes. Andrea seconded the motion. The motion carried.

**Head Start and Early Head Start Center Based Points** - Jennifer Braun, HS/EHS Director shared there are no recommended changes. Carolyn recommended adding teen parent (20 years and younger) to the Head Start Center Based points. Carolyn motioned to approve the second reading of the Head Start and Early Head Start Center Based Points with the recommended changes. Andrea seconded the motion. The motion carried.

## **New Business**

**Approval of Policy Council Officers for 2024** - Jennifer Braun, HS/EHS Director, shared the Policy Council Officer positions. Afia motioned to approve Andrea Huschka as Policy Council Chairperson, Jamie Thomas as Policy Council Secretary, and Carolyn Morowski as Policy Council Treasurer for 2024. Carolyn seconded the motion. The motion carried.

**Approval of Head Start Teaching Assistant** - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Jennifer Rickard. Carolyn motioned to approve Jennifer Rickard as a Head Start Teaching Assistant. Afia seconded the motion. The motion carried.

### **First Reading of Policies**

**Communication and Data Management Policy** - Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Carolyn motioned to approve the Communication and Data Management Policy for first reading. Afia seconded the motion. The motion carried.

**Self Assessment Policy** - Jennifer Braun, HS/EHS Director, shared the recommended changes. Carolyn motioned to approve the Self Assessment Policy for first reading. Afia seconded the motion. The motion carried.

**Staff Qualifications and Professional Development Procedure** - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Carolyn motioned to approve the Staff Qualifications and Professional Development Procedure for first reading. Andrea seconded the motion. The motion carried.

**Eligibility and Intake Policy** - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Carolyn recommended adding a time frame in to the intake process. Carolyn motioned to approve the Eligibility and Intake Policy with the recommended changes for first reading. Andrea seconded the motion. The motion carried.

**Program Planning Procedure and Timeline** - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Carolyn motioned to approve the Program Planning Procedure and Timeline for first reading. Afia seconded the motion. The motion carried.

**Staff Income Determination and Verification Acknowledgement Form** - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Carolyn motioned to approve the Staff Income Determination and Verification Acknowledgement Form for first reading. Afia seconded the motion. The motion carried.

**Directors Report:** The Director's Report included the January Key Indicators; January Program Summary; January Attendance Analysis; Staff Resignation; 45 Day Monitoring Notice; the EHS Underenrollment Action Plan; the Notice of Award – Continuation Grant; and the Notice of Award – NFS Waiver.

**Committee Reports**

Parent Committee Minutes - There was no Parent Committees held since the last meeting.

Reports from Policy Council Community Representatives

Carolyn Morowski shared UspireND are waiting for Growing Futures approval to complete a training for childcare providers for children in their care on an IEP/IFSP. She is hoping this will be approved to complete once a quarter.

Andrea Huschka shared the next Reading Extravaganza through West Dakota Parent and Family Resource Center is Monday, February 16<sup>th</sup> from 5:30-7pm.

Announcements - Policy Council members were reminded to fill out the InKind form. 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 April 8, 2024 from 12-1pm via Zoom.

Adjournment - The meeting was adjourned at 1:15 pm.

Submitted by:

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Jamie Thomas, Secretary

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Date