



Community Action Partnership
Head Start/Early Head Start Policy Council

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Minutes

Zoom

June 18, 2024

12:00 p.m.

Members Present Via Zoom: Jamie Thomas, Andrea Huschka, Carolyn Morowski

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 12:00p.m.

Minutes: The minutes from the May 14, 2024, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports

Finance Report – Jennifer Braun, HS/EHS Director, reviewed the Financial Reports in lieu of Carolyn Morowski, Policy Council Treasurer, who was having difficulty with her connection.

Head Start Financial Report – April 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$1,064,766.10 with current month expenditures at \$127,647.51. Administrative costs are at 9%. InKind was at \$20,245.27.

Early Head Start Financial Report – April 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$987,573.31 with current month expenditures at \$85,602.59. Administrative costs are at 12%. InKind was at \$12,415.00.

The May, 2024, USDA reimbursement was \$9,041.85.

Jennifer shared the credit card statement.

CAP Governing Board – Erv Bren, CAP Executive Director, shared the next CAP Governing Board meeting will be July 23, 2024, from 10am – 12pm at the Head Start Building at 107 3rd Ave SE. All Policy Council members are welcome to attend.

Unfinished Business

Second Reading of Policies:

Child Abuse and Neglect Policy - Jennifer Braun, HS/EHS Director, shared the recommended change is the removal of Early Childhood Center since Head Start is no longer partnered with Dickinson Public Schools. Jamie motioned to approve the Child Abuse and Neglect Policy for second reading. Carolyn seconded the motion. The motion carried.

Child Care and Travel Vouchers - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Jamie motioned to approve the Child Care and Travel Vouchers for second reading. Carolyn seconded the motion. The motion carried.

Confidentiality Policy and Agreement - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Jamie motioned to approve the Confidentiality Policy and Agreement for second reading. Carolyn seconded the motion. The motion carried.

Fundraiser Guidelines Procedure - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Jamie motioned to approve the Fundraiser Guidelines Procedure for second reading. Carolyn seconded the motion. The motion carried.

Impasse-Internal Dispute Resolution Policy - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Jamie motioned to approve Impasse-Internal Dispute Resolution Policy for second reading. Carolyn seconded the motion. The motion carried.

Parents Rights and Responsibilities - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Jamie motioned to approve Parental Rights and Responsibilities for first reading. Carolyn seconded the motion. The motion carried.

Staff Standards of Conduct Policy - Jennifer Braun, HS/EHS Director, shared recommendation is to add "age" in number three. Jamie motioned to approve Staff Standards of Conduct Policy for second reading. Carolyn seconded the motion. The motion carried.

Step Parents and Nonresidential Parents' Rights - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Jamie motioned to approve the

Step Parents and Nonresidential Parents' Rights for second reading. Carolyn seconded the motion. The motion carried.

New Business

Approval of Head Start Eligible Children for Fall 2024 – Jennifer Braun, HS/EHS Director, shared there are eighteen children currently who are eligible for Head Start for the Fall of 2024. Jamie motioned to approve the Head Start eligible children for Fall 2024. Carolyn seconded the motion. The motion carried.

Approval of Head Start Income Eligible Children (0-100%) for Fall 2024 - Jennifer Braun, HS/EHS Director, shared there are eleven children currently who are income eligible (0-100%) for Head Start for the Fall of 2024. Jamie motioned to approve the Head Start income eligible children (0-100%) for Fall 2024. Carolyn seconded the motion. The motion carried.

Approval of Head Start Over Income (over 131%) for Fall 2024 - Jennifer Braun, HS/EHS Director, shared there are nine children who are over income (over 131%) for Head Start for the Fall of 2024. The program is allowed 10 over income slots, and one returning child is currently in one slot. Jamie motioned to approve the Head Start over income (over 131%) children for Fall 2024. Carolyn seconded the motion. The motion carried.

Directors Report: The Director's Report included the May Key Indicators; May Program Summary; Early Head Start Attendance Analysis; Staff Changes/Resignation; ACF-OHS-PI-24-03; ACF-OHS-PI-24-03, Notice of Award – Continuation Grant 2024-2025 and the OHS FA2 Monitoring Review Report.

Committee Reports

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

Reports from Policy Council Community Representatives – There was no report from community representatives.

Next meeting Date - The next Policy Council meeting is scheduled for Tuesday, July 16, 2024 from 12-1pm via Zoom.

Adjournment - The meeting was adjourned at 12:40pm.

Submitted by:

Jamie Thomas, Secretary

Date