



Community Action Partnership  
Head Start Policy Council  
**Minutes**  
September 10, 2024  
12:00 p.m.

**Members Present Via Zoom:** Andrea Huschka and Stacy Kilwein

**Staff Present:** Jennifer Braun (HS Director), Erv Bren (CAP Executive Director), Kaycee VanDoorn (Social Work Intern), 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 12:11p.m.

**Minutes:** The minutes from the August 13, 2024 meeting were reviewed. There were no corrections. The minutes were approved and filed.

### **Committee Reports**

**Finance Report** – Jennifer Braun, in lieu of Carolyn Morowski, Policy Council Treasurer, reviewed the Financial Reports.

Head Start Financial Report – July 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$770,964.46 with current month expenditures at \$41,251.58. Administrative costs are at 10%. InKind was at \$31,086.26.

Early Head Start Financial Report – July 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$720,499.47 with current month expenditures at \$55,193.28. Administrative costs are at 12%. InKind was at \$30,678.13.

CAP Governing Board – Erv Bren, CAP Executive Director, shared the next CAP Governing Board meeting will be September 24, 2024, from 10am – 12pm (location to be decided). All Policy Council members are welcome to attend.

### **Unfinished Business**

### **Second Reading of Policies**

**Coaching Policy** - Jennifer Braun, HS Director, shared there are new suggested changes following the release of the NPRM Final Rule in regards to Head Start

definitions. Stacy motioned to approve the second reading of Coaching Policy as amended. Andrea seconded the motion. The motion carried.

**Ongoing Monitoring Procedure** - Jennifer Braun, HS Director, shared the suggested changes. Stacy motioned to approve the second reading of the Ongoing Monitoring Procedure. Andrea seconded the motion. The motion carried.

**Staff Background Check Policy** - Jennifer Braun, HS Director, shared the suggested changes. Stacy motioned to approve the second reading of Staff Background Check Policy. Andrea seconded the motion. The motion carried.

### **New Business**

**Approval of Head Start Teaching Assistant Substitute**- Jennifer Braun, HS Director, shared the recommendation is to hire Ryanna Pino. Stacy motioned to approve Ryanna Pino as a Head Start Teaching Assistant Substitute. Andrea seconded the motion. The motion carried.

**Approval of Head Start Health Office Assistant** - Jennifer Braun, HS Director, shared the recommendation is to hire Kelly Arntzen. Stacy motioned to approve Kelly Arntzen as the Head Start Health Office Assistant. Andrea seconded the motion. The motion carried.

**Approval of Early Head Start Teaching Assistant** - Jennifer Braun, HS Director, shared the recommendation is to hire Sylvia Hofland. Stacy motioned to approve Sylvia Hofland as an Early Head Start Teaching Assistant. Andrea seconded the motion. The motion carried.

**Approval of Head Start Preschool Teaching Assistant** - Jennifer Braun, HS Director, shared the recommendation is to hire Destinee Maher. Stacy motioned to approve Destinee Maher as a Head Start Preschool Teaching Assistant. Andrea seconded the motion. The motion carried.

**Approval of 2024-2025 Training Plan** - Jennifer Braun, HS Director, shared the 2024-2025 Training Plan. Stacy motioned to approve the 2024-2025 Training Plan. Andrea seconded the motion. The motion carried.

**Approval of 2024-2025 Self Assessment Action Plan** - Jennifer Braun, HS Director, shared the 2024-2025 Self Assessment Action Plan. Stacy motioned to approve the 2024-2024 Self Assessment Action Plan. Andrea seconded the motion. The motion carried.

## **First Reading of Policies**

**Eligibility and Intake Policy** - Jennifer Braun, HS Director, shared the changes related to the definition of income as stated in the NPRM Final Rule, as well as additional housing adjustments when reviewing income eligibility. Stacy motioned to approve the first reading of Eligibility and Intake Policy. Andrea seconded the motion. The motion carried.

**Preventing and Addressing Lead Exposure Policy** - Jennifer Braun, HS Director, shared the suggested changes from the NPRM Final Rule. Stacy motioned to approve the first reading of the Preventing and Addressing Lead Exposure Policy. Andrea seconded the motion. The motion carried.

**Staff Standards of Conduct Policy**- Jennifer Braun, HS Director, shared changes to the Standards of Conduct from the NPRM Final Rule. Stacy motioned to approve the first reading of Staff Standards of Conduct Policy. Andrea seconded the motion. The motion carried.

**Directors Report:** The Director’s Report included Early Head Start Attendance Analysis for August; Staff Changes/Resignations; 2023-2024 Head Start and Early Head Start Program Information Reports; ACF-OHS-PI-24-05; 2023-2024 CAP Head Start Annual Report and Notice of Award – Change of Scope grant.

## **Committee Reports**

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

### Reports from Policy Council Community Representatives

Andrea shared that the numbers are up at WIC. She also shared that they are getting a lot of referrals from Head Start but WIC has only a 30% rate of them showing up.

Stacy shared that this evening they are having a Parent Family night at Prairie Rose Elementary School and are addressing how being “busy and hurrying in today’s world” is affecting parents and students. She shared Gearing up for Preschool is starting along with Gearing up for Kindergarten and Love and Logic.

## **Announcements**

Complete In-Kind Form

Next meeting Date - The next Policy Council meeting is scheduled for Tuesday, October 8th from 12-1pm via Zoom.

Adjournment - The meeting was adjourned at 1:17pm.

Submitted by:

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Jamie Thomas, Secretary

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Date