



Community Action Partnership
Head Start/Early Head Start Policy Council

Minutes

Via Zoom

Date: March 17, 2021

Time: 3:00 p.m.



Members Present Via Zoom: Levi Long, Andrea Fox, Jocelyn Wilson, Holly Ebner and Emily Gran

Absent: Bonnie Wells and Stacy Kilwein

Staff Present: Jennifer Braun (HS/EHS Director), Erv Bren, (CAP Executive Director), Stacey Kern (Administrative Assistant)

Quorum Met: Yes

Call to Order: The meeting was called to order by Andrea Fox, Policy Council Chairperson, at 3:00 p.m.

Minutes: The minutes of the February 10, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer reviewed the Financial Report at the request of Emily Gran, Policy Council treasurer.

Head Start Financial Report – January 2021 – The total remaining in the grant was \$50,021.15 with current month expenditures at \$91,429.77. Administrative costs were at 5%. Current In-kind is at \$744,497.

Early Head Start Financial Report – January 2021 - The total remaining in the grant was \$62,857.93 with current month expenditures at \$84,321.63. Administrative costs were at 12%. Current In-kind is at \$35,516.92.

Head Start Financial Report – COVID Dollars – January 2021 – The total remaining in the grant was \$66,432.91 with current month expenditures at \$0. This grant does not require a Non-Federal Share (In Kind) match.

Early Head Start Financial Report – COVID Dollars – January 2021 - The total remaining in the grant was \$73,732.14 with current month expenditures at \$0. This grant does not require a Non-Federal Share (In Kind) match

USDA Report: We received \$10,103.28 in reimbursement for the food the children in the program ate in the month of February.

CAP Governing Board: Erv Bren, CAP Executive Director, shared the CAP Governing Board has two new board members, Stacy Kilwein and Adam Smith. The next CAP Governing Board meeting is scheduled for March 23, 2021, at 10am via Zoom.

Unfinished Business

Second Reading of Policies – Jennifer reviewed the policies and any changes.

Child Abuse and Neglect Policy. The state of North Dakota updated the way child abuse and neglect reports are to be filed. A central intake phone number and fax number was added into the policy. Jocelyn motioned to approve the changes. Emily seconded the motion. The motion was carried.

Communication and Data Management Policy. Jennifer reviewed the recommended changes to the Communication & Data Management Policy. Information or memos for CAP staff are posted on the Green Shades website, with all CAP staff having access. Emily motioned to approve the change. Levi seconded the motion. The motion was carried.

Self Assessment Policy. Jennifer reviewed the Self Assessment Policy. No changes were identified. Emily motioned to approve the policy. Holly seconded the motion. The motion was carried.

Staff Qualifications and Professional Development Procedure. Jennifer reviewed the Staff Qualifications and Professional Development Procedure. No changes were identified. Emily motioned to approve the policy. Holly seconded the motion. The motion was carried.

New Business

Approval of Head Start Teaching Assistant: Jennifer shared a brief bio on Katherine Craig. Emily motioned to approve the position offered to Katherine Craig. Jocelyn seconded the motion. The motion was carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitute: Jennifer shared a brief bio on Patrice Cassezza. Jocelyn motioned to approve the position offered to Patrice Cassezza. Holly seconded the motion. The motion was carried.

Approval of Head Start Infant/Toddler Teacher: Jennifer shared a brief bio on Alex Kaufman. Jocelyn motioned to approve the position offered to Alex Kaufman. Emily seconded the motion. The motion was carried.

First Reading of Policies

Program Planning and Timeline Procedure. Jennifer reviewed the Program Planning and Timeline Procedure. No changes were identified. Emily motioned to approve the procedure. Jocelyn seconded the motion. The motion was carried.

Staff Income Determination and Verification Acknowledgement Form. Jennifer reviewed the Staff Income Determination and Verification Acknowledgement Form. Staff is trained to verify income and staff are aware of consequences of signing any income verification form that contains false information. Levi motioned to approve the form. Holly seconded the motion. The motion was carried.

Directors Report: The Director's Report included Key Indicators; Program Summary; Attendance Analysis Staff Changes/Resignations; ACF-PI-HS-21-01; and New OHS Director Announced.

Total cumulative new enrollment for Head Start for February 2021 is three students. One child, in February, left the program after class or home visits and did not re-enroll. Two of the new students speak English, one speaks Spanish. Two new children have been diagnosed with asthma and two have vision problems. One new child was placed on an IEP and it was during the school year. Two new families are receiving WIC and one new family is receiving SNAP. Family Partnership set 10 new goals for students and families and 6 goals were met for the month.

Total cumulative new enrollment for Early Head Start for February 2021 is two students. One of the new students speaks English and the other speaks Spanish. Four new students during the enrollment year were placed on IFSP's and were determined eligible to receive intervention services under the IDEA. Three were prior to the school year and one was during this program year.

In the Program Summary for February 2021, it was shared the Office of Head Start released the Program Instruction related to the FY 2021 Head Start Funding Increase. The increase will include a 1.22% cost-of-living adjustment.

The Office of Head Start announced the appointment of Dr. Bernadine Futrell to the role of the Director of the Office of Head Start.

The Education Component of the Program Summary stated the teachers, assistants, and home visitors each completed another session with their Literacy Coach on February 15, 2021. Home visits for the Dickinson center took place February 16th-February 19th. Eighty eight home visits completed out of a possible 90. In the Hettinger County Center, home visits took place February 24th – February 26th. Thirteen out of fifteen were completed.

The Health Component of the Program Summary for Head Start stated 88% of children are with health insurance, 95% are in a medical home, 48% are up to date on well child exams, 83% are in a dental home and 85% are up to date on dental exams. For Early Head Start, 91% are with health insurance, 94% are in a medical home, 80% are up to date on well child exams, and 91% are up to date on immunization or exempt from immunizations.

base funding level.

Attendance for Head Start under 85% was Brittnee, Irelynn, and Kelsey's

classroom for February 2021.

Resignations were received from an Early Head Start Infant/Toddler Teacher, a Head Start Teaching Assistant, and a Head Start/Early Head Start Assistant Cook. One Head Start staff was terminated.

The ACF-PI-HS-21-01 stated all Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive a COLA increase of 1.22% of the 2020. Dr. Bernadine Futrell was announced as the new Director of the Office of Head Start. Dr. Futrell is the first Director to also be an alumna of Head Start.

Reports from Parent Council Members: No reports from parents.

Reports from Committee Members: No reports from Committee Members.

Announcements: Policy Council members were reminded to fill out the In Kind forms. Stacey will mail them to you along with a stamped, self-addressed envelope.

Next meeting: The next Policy Council meeting is scheduled for April 21, 2021 at 3:00pm via Zoom.

Adjournment: The meeting was adjourned at 3:45 pm.

Submitted by:

Holly Ebner, Secretary

Date