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| *HEAD* *START* *START* | **SENDCAA Head Start Birth to Five**  **Policy Council**  **Tuesday, January 17, 2016**  **5:00 – 6:00 PM**  **Central Site Conference Room**  **3233 South University Drive (use west entrance)** | |
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**---Meeting Minutes-- -**

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| **Welcome**  **Call to Order- 5:11 pm**  **Roll Call – Introductions & Declaration of Quorum or Lack Thereof**  *Alicia Clements-South PD*  *Zinah Al Badrani- South FD*  *Sarah Passehl- Wahpeton PD*  *Danielle John- Central FD*  *Angie Villarreal- Community Partner*  *Holly Williams- Community Partner*  *Raymon Nelson- SENDCAA Board Member*  *Rebecca Ney- Staff*  *Lindsey Ohren- Staff*  *Quorum not met, 6 of 13 voting members present, 2/3 of votes applied to all motions*  **Review of previous months minutes & Motion to Approve**  *All members reviewed the minutes from last month’s meeting. Motion to approve the previous meeting’s minutes made by Holly Williams and seconded by Danielle John.*  **Installation of Officers**  *Members reviewed the job expectations and were elected as follows*  Chairperson- Alicia  Vice-Chairperson- Zinah  Secretary- Danielle  **Financial Report**   * **USDA** * **In-Kind**   *Members were given the financial reports for the last two months and asked to review them. There was an increase in spending in the last two months due to the ending of the grant cycle.*  **Parent Earnings Report**  *The Parent Earning Account current amount was shared. Discussion was had about possibly adding to this fund as well as finding a good use for the money. Staff explained that they cannot be involved in the decision making process only the approval process. The possibility of setting up a committee to meet outside of policy council was discussed but no official plans were made.*  **Motion to Approve New Hires**  *Motion to approve the new hires made by Alicia Clements and seconded by Zinah Al Badrani.*  **Grant Goal Progress & Update**  *It was decided that the grant goal progress and update would be discussed every other month due to having little to report over only 1 month’s time.*  **Program Updates**  *Lindsey read through current program updates*  **Adjournment- 5:47 pm**  *Lindsey reminded everyone present of the upcoming Governance Training next week.* | Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O |
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**If you are unable to attend, please call 235-8931. Thank you!**

If you have any questions about Policy Council or need a ride please contact the

**Family Advocate** at your site:

Central Center: Sam LaLonde, Family Advocate 235-8931

Early Head Start Center: Sheyenne Hill, Family Advocate 298-6758

Lisbon Center: Jill Bergeman, Health/Family Advocate 683-3133

North Center: Position Open Health/Family Advocate 235-8898

South Center: Alyssa Keller, Family Advocate 364-9331

Wahpeton Center: Barb Buck, Health/Family Advocate 642-9825

West Center: Emily Schmiess & Jess Zimmer Health/ Family 282-3351

South Center: Ramya Chandrasekaran, Cultural liaison 235-8931