



SENDCAA Head Start Birth to Five Policy Council

Tuesday, October 20, 2020

5:00 – 6:00 PM

Early Head Start-Gross Motor Room

3600 15th Street South, Fargo

---Meeting Minutes---

Welcome

Call to Order- 5pm

Roll Call – Introductions

Voting Members Present

Wasifa H- virtual

Sarah B- virtual

Kristy M

Delphine M

Amanda B

Kristin N

Jennifer F

Elisia L- virtual

Danielle F

Andrea L- virtual

Amber M- Amended during November meeting to add name

Non-Voting Attendees

Lindsey B

Rebecca P

Mary Lou O

Installation of Officers & Standing Committees

- **Executive Committee**
 1. **Chair-** Amanda B
 2. **Vice Chairs-** Delphine M and Elisia L
 3. **Secretary-** Danielle F

Interview committee

-Delphine

-Danielle

-Sarah

-Wasifa

Review Previous Month's Minutes

- **Motion to Approve September Minutes**

Members reviewed the minutes. No discussion.

Lindsey

Lindsey

Lindsey

Rebecca

Lindsey

Motion to approve previous month's minutes made by Delphine and seconded by Elisia.

Financial Reports

- **Financial Statement**
- **Credit Card Statement**
- **In-Kind**
- **USDA**
- **Attendance**
- **Parent Earnings Report**

➤ **Motion to approve Financials**

Members reviewed the financials. Fiscal officer, Mary Lou, detailed what the documents are and how to read them. Members questioned what to be looking for and had discussion on how to read lines of the Revenues and Expenditures Statement.

Motion to approve Financials made by Delphine and seconded by Danielle.

Self-Assessment Process Discussion

Lindsey detailed the process that has been started on the self-assessment and assured members they would have the opportunity to review upon completion.

PIR 2019 & 2020

Lindsey reviewed the PIR reporting changes COVID brought this year.

Grant Goals Review & Discussion

Members were provided the grant goals to review and ask questions.

New Staff Hires & Resignations

New hires; Ashley Lahaise, Samuel Williams, Tatiana Aubert, Ingrid Erickson, Monica Nicklay, Sheyenne Gunderson, Colette Garmen

Resignations: Donna Carlson, Sidney Ward, Deaneisha Wright, Alyssa Keller, Migdalia Caballero-Medina, Kayla Meyers, Jeanne Huber

➤ **Motion to Approve New Hires & Resignations**

Motion to approve new hires made by Delphine and seconded by Amanda.

Program Updates

Members were given the program updates to review.

Adjournment 5:51 pm

Lindsey & Mary Lou

Lindsey

Lindsey

Lindsey

Lindsey

Lindsey

Chairperson

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