

Wright County Community Action, Inc.
Head Start/Early Head Start Policy Council Meeting Minutes
March 19, 2024

Members Present:

Paige Hasledalen, Buffalo 1 Representative, Secretary, MHSA Rep.
Ashley Brownell, Monti 207/208 Representative
Angela Tusler, Montrose Representative
Weendor Kamara, Otsego Representative, Chairperson
Nicole Schmitz, Community Representative
Kristin Otto, Community Representative
Jennifer Greenhagen, WCCA Board Member (non-voting)
Rebecca Calvin, WCCA Board Member (non-voting)

Members Absent:

Amanda Edwards, EHS Representative
Katrell Sundstrom, Delano Representative, Vice-Chairperson
Edward Sundstrom, EHS Representative
Emma Schneider, Howard Lake Representative
Matthew Green, Monticello 206 Representative
Jessi Geurtz, Annandale Representative

Staff Present:

Dara Smida, Head Start/Early Head Start Director
Kimberly Zeidler, Health Coordinator

- I. **Determine Quorum/Call to Order/Introductions**
The March 19, 2024 Policy Council meeting was called to order at 6:02 PM by Weendor Kamara. A quorum was present, members introduced themselves, and the meeting began.
- II. **Consideration/Approval of the March 19, 2024 Agenda**
Policy Council members approved the revised agenda as presented.
Motion by Ashley Brownell, second by Nicole Schmitz to approve the March 19, 2024 agenda. Motion carried.
- III. **Consideration/Approval of the January 16, 2024 Policy Council Minutes**
Policy Council members reviewed and approved the January 16, 2024 Policy Council minutes as e-mailed.
Motion by Angela Tusler, second by Paige Hasledalen to approve the January 16, 2024 Policy Council meeting minutes as e-mailed. Motion carried.
- IV. **Consideration/Approval of the December 2023 and January 2024 Financial Reports**
Staff and Policy Council members reviewed and discussed the December 2023 and January 2024 Financial Reports, including expenditures, credit card statements, and in-kind summary.
Motion by Ashley Brownell, second by Kristin Otto to approve the December 2023 and January 2024 financial reports. Motion carried.
- V. **Unfinished Business**
Staff and the Policy Council reviewed and approved items from the January 16, 2024 meeting, as a quorum was not present at that time. All items were recommended for approval on January 16, 2024. Items recommended for approval include the December 19, 2023 Policy Council minutes, November 2023 Financial Reports, Hiring and Termination Memo, and WCCA Strategic Plan.
Motion by Kristin Otto, second by Angela Tusler to approve the recommended items from the January 16, 2024 Policy Council meeting. Motion carried.
- VI. **New Business**
 - a. **Head Start Hiring and Termination Memo**
Staff and the Policy Council reviewed and discussed a hiring memo. The Policy Council approved the hiring memo as presented. The program is now fully staffed.

Motion by Weendor Kamara, second by Nicole Schmitz to approve the WCCA Head Start Hiring Memo as presented. Motion carried.

b. Updated COVID Mitigation Plan, including other respiratory illnesses.

The Head Start Health Coordinator and members reviewed and discussed updates and changes to the COVID mitigation plan, based on recommendations by the CDC.

Motion by Ashley Brownell, second by Angela Tusler to approve the Head Start COVID Mitigation Plan. Motion carried.

c. Governance, Leadership and Oversight Capacity Screener

Staff and the Policy Council reviewed and discussed the governance, leadership and oversight screener, which is meant to help organizations identify if they need to make changes and build capacity to fulfill their Head Start governance responsibilities. This screener is a requirement of our new five-year notice of award.

Motion by Ashley Brownell, second by Kristin Otto to approve the Head Start Governance, Leadership, and Oversight Capacity Screener. Motion carried.

VII. WCCA Board Report

Jennifer Greenhagen reported on the last board meeting. The Board discussed 100% Head start enrollment, staff taking the Intercultural Development Inventory (IDI) assessment, commercial kitchen items that WCCA has, and the updated COVID plan.

VIII. Reports from Community Representatives, MHSA Representative, and Parents

- Kristin Otto- Free laundry event in April. Information will be sent out to parents.
- Paige- Head Start participated in Day on the Hill event on Feb 28th to meet with representatives and senators. Small groups went to deliver art crafts made by children in the classroom.; MHSA Parent Conference in Brainerd April 16-19th. Asked about Lockdown policy for letting parents know if a lockdown takes place; Dara will report back.
- Kimberly Zeidler – We saw 16 kids at dental day yesterday. We are starting our annual self-assessment and want to know- What barriers are there to making health appointments or getting the paperwork handed in? Clinics aren't always faxing back to WCCA. Looking for suggestions and including people to be a part of that committee. Possible meeting on Tuesday late afternoons, TBD.

IX. Program Director's Report

a. Updates from the Director

- i. 100% enrollment for Head Start
- ii. 100% staffed
- iii. 100% enrolled for March 2024
- iv. Full enrollment plan completed.

b. Program Activity Report for January and February 2024.

The Head Start Director shared the program activity reports for January and February 2024, which details enrollment, attendance and meal counts for Head Start and Early Head Start.

X. Schedule Next Meeting and Adjourn

a. The next Policy Council meeting is scheduled April 16, 2024 at 6:00PM in-person and via Zoom.

b. The March 19, 2024 Policy Council meeting adjourned at 7:04PM.

Motion by Nicole Schmitz, second by Angela Tusler to adjourn the March 19, 2024 Policy Council meeting. Motion carried.