

WRIGHT COUNTY COMMUNITY ACTION, INC.
POLICY COUNCIL MEETING MINUTES
August 15, 2022

Members in Attendance:

Katie Edberg – Buffalo 1 Representative/Chairperson /MN Head Start Association Parent Representative
Brandi Brown – Delano Representative
Makayla Wijeratne – Community Representative
Barbara Eckberg – WCCA Board Liaison (non-voting)
Rebecca Calvin – WCCA Board Member (non-voting)

Guest:

Omanah Bultman

Members Absent:

Kristina Gibbons – Annandale/Howard Lake Representative
Amanda Bachler, Buffalo 2 Representative
JorDyn Bresinger—Early Head Start
Weendor Kamara – Monticello 207/208 Representative
Amanda Knapp – Rogers Representative

I. Determine Quorum/Call to Order/Introductions

The August 15, 2022 Policy Council meeting was called to order at 6:05PM by Katie Edberg, Policy Council Chairperson. A quorum was present, members introduced themselves, and the meeting began.

II. Consideration/Approval of the August 15, 2022 Revised Agenda

Policy Council members approved the revised agenda as presented.

Motion by Makayla Wijeratne, second by Brandi Brown to approved the August 15, 2022 Agenda. Motion carried.

III. Consideration/Approval of the June 20, 2022 Policy Council Minutes

Policy Council members reviews and approved the May 16, 2022 Policy Council minutes as e-mailed.

Motion by Brandi Brown, second by Makayla Wijeratne to approve the June 20, 2022 Policy Council meeting minutes as e-mailed. Motion carried.

IV. Consideration/Approval of the June 2022 and July 2022 Financial Reports

Staff and Policy Council members reviewed and discussed the June and July 2022 Financial Reports.

Motion by Makayla Wijeratne second by Brandi Brown to approve the June and July 2022 financial reports. Motion carried.

V. Unfinished Business

None

VI. New Business

a. Hiring Memo

Staff and the Policy Council reviewed and discussed a hiring memo. The Policy Council recommended hiring Lauren Nutter, Kelsey Kautzman, Omanah Bultman, Angela Corado,

Christian Miller, and Jenessa Kosek.

Motion by Katie Edberg, second by Makayla Wijeratne to approve the Head Start Hiring Memo. Motion carried.

b. 2021-22 Head Start/Early Head Start Outcomes Report

Staff and Policy Council members reviewed, discussed and approved the 2021-22 Head Start/Early Head Start Outcomes Report.

Motion by Katie Edberg, second by Makayla Wijeratne to approve the 2021-22 Head Start/Early Head Start Outcomes Report. Motion carried.

c. 2021-22 Head Start/Early Head Start Annual Report to the Public

Staff and Policy Council members reviewed, discussed and approved the 2021-22 Head Start/Early Head Start Annual Report to the Public.

Motion by Brandi Brown, second by Makayla Wijeratne to approve the 2021-22 Head Start/Early Head Start Annual Report to the Public. Motion carried.

d. Head Start 2022 Risk Reduction Plans

The Policy Council reviewed the risk reduction plan and content for Head Start centers.

Licensed childcare centers must develop a risk reduction plan that identifies the general risks to children served by the childcare center. The license holder must establish specific policies and procedures or refer to existing policies and procedures that minimize identified risks, train staff on the procedures, and each calendar year review the procedures.

e. WCCA Head Start/Early Head Start Recommendation for Open Position on WCCA Board of Directors

Staff and Policy Council discussed the recommendation of Katie Edberg as a WCCA Board member representing the low-income (consumer) sector of the population. At this time in the meeting, a quorum was no longer present. *Makayla Wijeratne made a proposal to approve the recommendation of Katie Edberg as a Board Member representing the low-income (consumer) sector of the population. This will go to an electronic vote August 16, 2022.*

f. Review Classroom Menus

The Policy Council reviewed existing menus and offered suggestions for the Nutrition Specialist.

VII. WCCA Board Report

Barbara Eckberg gave a report on the August 9, 2022 Board meeting. The Board looked at their by-laws and decided to table the decision until the next meeting. The Board looked over agency financials for the past three months because they have not met since May. One person was approved for an open Board seat at the August 9 meeting. There are currently two more openings on the Board.

VIII. Community Representatives & Center Reports

- No updates from community representatives
- No updates on the Minnesota Head Start Association

IX. Program Director's Report

a. Program Updates

- Our Rogers center moved to St. Michael on August 9. The licensing visits was August 12.

- We currently have 11 vacant positions and four classrooms unable to open.

b. ACF-IM-HS-22-04 Competitive Bonuses for the Head Start Workforce.

Staff and Policy Council reviewed and discussed an Information Memorandum with suggestions on using ARP and CRRSA funding to give staff bonuses.

c. May 2022 Program Activity Report (Enrollment, Attendance & Meal Counts)

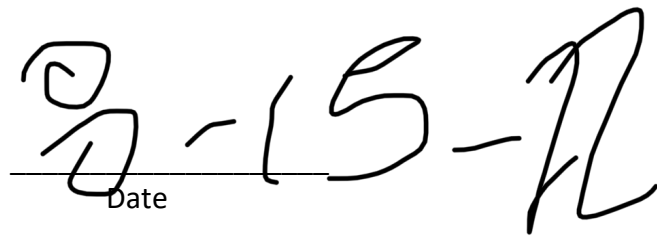
X. Schedule Next Meeting & Adjournment

a. The next Policy Council meeting is scheduled September 19, 2022 at 6:00PM in-person and via Zoom.

b. The August 15, 2022 Policy Council meeting was adjourned at 7:25PM.

Motion by Katie Edberg, second by Makayla Wijeratne to adjourn the August 15, 2022 Policy Council meeting. Motion carried.


Signed 


Date