

**Wright County Community Action, Inc.**  
**Head Start/Early Head Start Policy Council Meeting Minutes**  
**December 17, 2024**

**Members Present:**

JorDyn Bresinger, Annandale Representative, Vice-Chairperson  
Samantha Peters, Buffalo 2 Representative, Secretary  
Cassie Richard, Delano Representative  
Amanda Edwards, EHS Representative  
Megan Sanborn, Monti 206 Representative  
Ashley Brownell, Monti 209/210 Representative, MHSA Rep  
Amanda Marx-Flaherty, Otsego Representative  
Marina Eggink, Community Representative  
Jennifer Greenhagen, WCCA Board Member (non-voting)

**Members Absent:**

Nicole Cantin, Buffalo 1 Representative  
Omanah Bultman, EHS Representative, Chairperson  
Amber Johnson, Howard Lake Representative  
Alexis Carrillo-Sigle, Monti 207/208 Representative  
Jazmyn Harville, Montrose Representative  
Nicole Schmitz, Community Representative  
Paige Hasladalen, MHSA Friend, (non-voting)  
Rebecca Calvin, WCCA Board Member (non-voting)

**Staff Present:**

Dara Smida, Head Start/Early Head Start Director

**I. Determine Quorum/Call to Order/Introductions**

The December 17, 2024 Policy Council meeting was called to order at 6:09PM by JorDyn Bresinger. A quorum was present, members introduced themselves, and the meeting began.

**II. Consideration/Approval of December 17, 2024 Agenda**

Policy Council members reviewed the agenda as presented.

*Motion by Ashley Brownell, second by Amanda Marx to approve the December 17, 2024 agenda. Motion carried.*

**III. Consideration/Approval of the November 19, 2024 Policy Council Minutes**

Policy Council members reviewed the November 19, 2024 Policy Council minutes as e-mailed.

*Motion by Marina Eggink, second by Mandy Edwards to approve the November 19, 2024 Policy Council meeting minutes as e-mailed. Motion carried.*

**IV. Consideration/Approval of the October 2024 Financial Reports**

Staff and Policy Council members reviewed and discussed the October 2024 Financial Reports, including expenditures, credit card statements, and in-kind summary.

*Motion by Megan Sanborn, second by Marina Eggink to approve the October 2024 financial reports. Motion carried.*

**V. Unfinished Business**

None

## **VI. New Business**

### **a. Hiring and Termination Memo**

The Head Start Director presented a hiring and termination memo detailing staff hired or terminated since the last meeting.

*Motion by Cassie Richard, second by Ashley Brownell to approve the hiring and termination memo as presented.*

### **b. 2024 Program Information Report (PIR)**

Staff and the Policy Council reviewed and discussed the 2024 Program Information Report

## **VII. WCCA Board Report**

Jen Greenhagen gave the Board report. At the last meeting, the Board discussed the agency audit, which is finishing up. The Board also discussed the agency strategic plan. One item in the strategic plan is rebranding WCCA. Parents and the community were sent a survey to complete.

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

- No MHSA report
- Marina shared information on the Healthy Home program and asthma support through Wright County Public Health. Information will go out to all Head Start families.
- A parent asked questions about where families can get resources if they need a vacuum cleaner. Marina shared that is something the Wright County Health Homes program can help with.
- A parent shared that her child's class recently held an alphabet fashion show at their family meeting. They had a high turnout of families in attendance.

## **IX. Program Director's Report**

### **a. Updates from the Director**

- Enrollment-EHS is fully enrolled. HSP is under enrolled by 20 children. We have the most openings in classrooms along Hwy 12—Delano, Montrose and Howard Lake.
- Staffing—we are fully staffed. We recently hired a center aide, and offered a position to a teacher and a float assistant teacher.
- We submitted the grant application for 2025-26.

### **b. ACF-OHS-IM-24-06—Reporting Child Health and Safety Incidents**

The Head Start Director shared an Information Memorandum, which clarifies reporting requirements regarding health and safety incidents.

### **c. ACF-OHS-IM-24-07—Fiscal Year 2025 Monitoring Process for Head Start Recipients**

The Head Start Director shared an Information Memorandum, which outlines the OHS monitoring process for fiscal year 2025 (FY 25), and describes the types of monitoring reviews that recipients may experience. WCCA is due for a focus area one review this program year.

### **d. ACF-OHS-PI-24-07—Final Rule to Delay Effective Date for Increasing the CLASS Instructional Support Domain Competitive Threshold**

The Head Start Director shared a program instruction, which explains the final rule delaying the effective date for increasing the competitive threshold of the Classroom Assessment Scoring System (CLASS) Instructional Support domain.

### **e. Program Activity Report for November 2024**

The Head Start Director shared the program activity report for November 2024, which details enrollment, attendance and meal counts for Head Start Preschool and Early Head Start.

**X. Schedule Next Meeting and Adjourn**

**a. The next Policy Council meeting is scheduled for January 21, 2025 at 6:00PM in-person and via Zoom.**

**b. The December 17, 2024 Policy Council meeting adjourned at 6:57PM.**

*Motion by Megan Sanborn, second by Marina Eggink, to adjourn the December 17, 2024 Policy Council meeting. Motion carried.*

**Respectfully submitted by:** JorDyn Bresinger, Vice-Chairperson