

Wright County Community Action, Inc.
Head Start/Early Head Start Policy Council Meeting Minutes
March 21, 2023

Members Present:

Paige Hasledalen, Buffalo 2 Representative
Weendor Kamara, St. Michael Representative
Nicole Schmitz, Community Representative
Rebecca Calvin, WCCA Board Member (non-voting)

Members Absent:

Joanna Happe, Annandale Representative
Carrie Herber, Buffalo 1 Representative
Ashley Brownell, EHS Representative
Shelby Brittin, Monticello 207/208 Representative
Angela Salzl, Monticello 209/210 Representative
Brianna Mallak, Montrose Representative

Staff Present:

Dara Smida, Head Start/Early Head Start Director

Guests:

Kristin Otto, WCHHS
Omanah Bultman, parent and staff member

I. Determine Quorum/Call to Order/Introductions

The March 21, 2023 Policy Council meeting was called to order at 6:06 PM by Weendor Kamara. A quorum was not present. Members introduced themselves, and the meeting began.

II. Consideration/Approval of the revised March 21, 2023 Agenda

Policy Council members reviewed and recommended to approve the agenda as presented.

Recommendation to approve the March 21, 2023 Agenda Nicole Schmitz second by Weendor Kamara.

III. Consideration/Approval of the February 21, 2023 Policy Council Minutes

Policy Council members reviewed and recommended to approve the February 21, 2023 Policy Council minutes as e-mailed.

Recommendation to approve the February 21, 2023 Policy Council meeting minutes as e-mailed. Nicole Schmidt second by Weendor Kamara.

IV. Consideration/Approval of the February 2023 Financial Reports

Staff and Policy Council members reviewed and discussed the February 2023 Financial Reports, including expenditures, credit card statements, and in-kind summary.

Recommendation to approve the February 2023 financial reports by Paige Hasledalen second by Weendor Karmara.

V. Unfinished Business

None

VI. New Business

a. Election of Community Representative

Staff and the Policy Council discussed the election of a Community Representative to the Policy Council.

Recommendation to elect Kristin Otto as a Community Representative to the Policy Council by Nicole Schmidt second by Paige Hasledalen.

VII. WCCA Board Report

Rebecca Calvin gave an overview of the last Board meeting. The Board received an update on the MNSure and VITA programs. The Board conducted a 6 month review of the Executive Director.

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

MHSA—MHSA held their Head Start Heroes event at their last quarterly meeting.

Weendor reported that two teachers from Albertville Primary went to the St. Michael class to talk with the parents about kindergarten readiness.

IX. Program Director's Report

a. Updates from the Director

The enrollment reduction application was submitted to the Office of Head Start.

We are working on the COLA/QI application. Discussed options for COLA/QI funds.

b. Program Instruction ACF-PI-HS-23-02 FY2023 Head Start Funding Increase

The Head Start Director shared a program instruction, which provides information about COLA and quality improvement funds available to Head Start and Early Head Start.

c. Program Instruction ACF-PI-HS-23-03 HS/EHS Programs Impacted by Hurricanes Fiona & Ian

The Head Start Director shared a program instruction, which outlines the process to request disaster recovery funds for HS & EHS programs affected by Hurricanes Fiona and Ian.

d. Program Activity Report for February 2023.

The Head Start Director shared the program activity report for February 2023, 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 18, 2023 at 6:00PM in-person and via Zoom.

b. The March 21, 2023 Policy Council meeting was adjourned by Weendor Kamara at 7:11PM.