

**Wright County Community Action, Inc.**  
**Head Start/Early Head Start Policy Council Meeting Minutes**  
**May 16, 2023**

**Members Present:**

Ashley Brownell, EHS Representative, Vice-Chairperson  
Lynn Wuollet, Howard Lake Representative  
Weendor Kamara, St. Michael Representative, Chairperson  
Kristin Otto, Community Representative  
Rebecca Calvin, WCCA Board Member (non-voting)  
Jen Greenhagen, WCCA Board Member (non-voting)

**Members Absent:**

Joanna Happe, Annandale Representative  
Carrie Herber, Buffalo 1 Representative  
Paige Hasledalen, Buffalo 2 Representative, Secretary  
Brianna Mallak, Montrose Representative

**Staff Present:**

Dara Smida, Head Start/Early Head Start Director

- I. **Determine Quorum/Call to Order/Introductions**  
The May 16, 2023 Policy Council meeting was called to order at 6:06PM by Ashley Brownell. A quorum was present, members introduced themselves, and the meeting began.
- II. **Consideration/Approval of the revised May 16, 2023 Agenda**  
Policy Council members approved the agenda as presented.  
*Motion by Lynn Wuollet second by Kristin Otto to approve the May 16 agenda.*
- III. **Consideration/Approval of the April 18, 2023 Policy Council Minutes**  
Policy Council members reviews and approved the April 18, 2023 Policy Council minutes as e-mailed.  
*Motion by Kristin Otto, second by Lynn Wuollet to approve the April 18, 2023 Policy Council meeting minutes as e-mailed.*
- IV. **Consideration/Approval of the April 2023 Financial Reports**  
Staff and Policy Council members reviewed and discussed the April 2023 Financial Reports, including expenditures, credit card statements, and in-kind summary.  
*Motion by Lynn Wuollet, second by Kristin Otto to approve the April 2023 financial reports. Motion carried.*
- V. **Unfinished Business**  
None
- VI. **New Business**
  - a. **Program Amendment #3. SFY2024 State Funding Application**  
Staff and the Policy Council reviewed and discussed the application for state Head Start and Early Head Start funds.  
*Motion by Lynn Wuollet, second by Kristin Otto to approve the SFY 2024 State Funding Application.*
  - b. **Head Start/Early Head Start Annual Self-Assessment Report**  
Staff and the Policy Council reviewed and discussed the self-assessment report.

*Motion by Lynn Wuollet, second by Kristin Otto to approve the Annual Self-Assessment Report.*

**c. 2023-24 Transportation Waiver Request**

Staff and the Policy Council reviewed and discussed the request for a transportation waiver for Head Start children attending classrooms in Monticello.

*Motion by Kristin Otto, second by Lynn Wuollet to approve the 2023-24 Transportation Waiver Request.*

**d. Recommendation to elect a new Board Member to represent the low-income sector of the service area.**

Staff and the Policy Council reviewed and discussed an application for the WCCA Board of Directors.

*Motion by Kristin Otto, second by Lynn Wuollet to recommend the WCCA Board elect Stephanie Pula as a low-income sector representative.*

**VII. WCCA Board Report**

At the May 9 Board meeting, a representative from the Office of Economic Opportunity provided training to the Board of Directors. She also answered questions and provided feedback and suggestions. The Board discussed summer hours for the agency and decided to keep the current office hours. Jen Greenhagen was elected to the Board of Directors as a member with Early Childhood expertise. Jen will also serve as the Board liaison to the Policy Council.

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

- Kris Otto shared that there will be a campus-wide open house at the new Wright County Government Center complex on June 9. All buildings will be open to the public.
- Rebecca Calvin attended the MHSA meeting on May 9. They received positive feedback from the last parent conference. MHSA dues will increase by the COLA amount of 5.6%
- Parents shared that Howard Lake, Montrose and Annandale are done with classes on 5/17. St. Michael is done 5/24. Monticello is done June 1 and Buffalo is done June 2.
- EHS just finished the final Parent Gauge assessment.

**IX. Program Director's Report**

**a. Updates from the Director**

- There were two injuries in Head Start classrooms, which required care by a physician. One child fell from the monkey bars on 5/4 and broke her leg. Another child fell from the monkey bars 5/5 and fractured her wrist. The monkey bars at this location are no longer accessible to children.
- Nicole Schmitz resigned from Policy Council as a Community Representative as she is no longer with Milestones.

**b. Program Activity Report for April 2023.**

The Head Start Director shared the program activity report for April 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 June 13, 2023 at 6:00PM in-person and via Zoom.**

**b. The May 16, 2023 Policy Council meeting adjourned at 7:21PM.**

*Motion by Kristin Otto, second by Lynn Wuollet, to adjourn the May 16, 2023 Policy Council meeting.  
Motion carried.*