

**Wright County Community Action, Inc.
Head Start Policy Council Meeting Minutes
November 19, 2024**

Members Present:

Nicole Cantin, Buffalo 1 Representative
Samantha Peters, Buffalo 2 Representative, Secretary
Amanda Edwards, EHS Representative
Alexis Carrillo-Sigle, Monti 207/208 Representative
Ashley Brownell, Monti 209/210 Representative, MHSA Rep
Jazmyn Harville, Montrose Representative
Amanda Marx-Flaherty, Otsego Representative
Marina Eggink, Community Representative
Rebecca Calvin, WCCA Board Member (non-voting)

Members Absent:

JorDyn Bresinger, Annandale Representative, Vice-Chairperson
Cassie Richard, Delano Representative
Omanah Bultman, EHS Representative, Chairperson
Amber Johnson, Howard Lake Representative
Megan Sanborn, Monti 206 Representative
Nicole Schmitz, Community Representative
Paige Hasledalen, MHSA Friend, (non-voting)
Jennifer Greenhagen, WCCA Board Member (non-voting)

Staff Present:

Dara Smida, Head Start/Early Head Start Director
Jennifer Larva, ERSEA Coordinator

- I. **Determine Quorum/Call to Order/Introductions**
The November 19, 2024 Policy Council meeting was called to order at 6:02PM by Ashley Brownell. A quorum was present, members introduced themselves, and the meeting began.
- II. **Consideration/Approval of November 19, 2024 Agenda**
Policy Council members reviewed the agenda as presented.
Motion by Samantha Peters, second by Amamda Marx, to approve the November 19, 2024 agenda. Motion carried.
- III. **Consideration/Approval of the October 15, 2024 Policy Council Minutes**
Policy Council members reviewed the October 15, 2024 Policy Council minutes as e-mailed.
Motion by Samantha Peters, second by Jazmyn Harville, to approve the October 15, 2024 Policy Council meeting minutes as e-mailed. Motion carried.
- IV. **Consideration/Approval of the September 2024 Financial Reports**
Staff and Policy Council members reviewed and discussed the September 2024 Financial Reports, including expenditures, credit card statements, and in-kind summary.
Motion by Samantha Peters, second by Amanda Edwards, to approve the September 2024 financial reports. Motion carried.
- V. **Unfinished Business**
None
- VI. **New Business**
 - a. **Program Governance Training—Impasse Procedure**
The Head Start Director and members reviewed the current Impasse Procedure.

b. 2025-2026 Program Plan and Budget for Continuation Grant 05CH012511

Staff and the Policy Council reviewed and discussed the program plan and budget for the continuation grant 05CH012511.

Motion by Samantha Peters, second by Jazmyn Harville, to approve the 2025-26 Program Plan and Budget for Continuation Grant 05CH012511.

VII. WCCA Board Report

Rebecca Calvin reported that the auditors, CLA, presented the audit at the last Board meeting. There are some findings, and the board will work on a corrective action plan. The Board also discussed a change in employee health insurance, and updated personnel policies.

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

Parents discussed the health fair and suggested that we make families aware that we offer transportation for the health fair and other family events. This will be included on the next flyer.

IX. Program Director's Report

a. Updates from the Director

- HS Preschool is not fully enrolled. We need 19 more children. We discussed offering an incentive for families who recruit other families to HSP. Parents in attendance suggested a gift card to a local business in their community, such as an ice cream shop or coffee shop that is not a chain.
- EHS is fully enrolled.
- We need one Teacher in Montrose. We just hired an aide in Howard Lake.
- We had three licensing visits last week—Delano, Montrose and Otsego.

b. ACF-OHS-IM-24-04 Facilities Guidance Attachment

The Head Start Director shared an Information Memorandum, which supports recipients in understanding the Head Start application and funding process for facilities activities.

c. ACF-OHS-IM-24-05 Use of Federal Early Childhood Program Funds to Improve Access to Housing-Related Supports for the Early Childhood Workforce in Tribal Communities

The Head Start Director shared an Information Memorandum, which provides an overview and guidance on using funds to address challenges recruiting and retaining and effective Tribal early childhood workforce serving Tribal communities where access to affordable housing is limited.

d. ACF-OHS-PI-24-06 Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming—Technical Updates

The Head Start Director shared a program instruction, which notes technical updates and minor corrections for typographical errors or omissions that do not substantively change the policies described in the final rule.

e. Program Activity Report for October 2024

The Head Start Director shared the program activity report for October 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 December 17, 2024 at 6:00PM in-person and via Zoom.

b. The November 19, 2024 Policy Council meeting adjourned at 7:16PM.

Motion by Samantha Peters, second by Jazmyn Harville, to adjourn the November 19, 2024 Policy Council meeting. Motion carried.

Respectfully submitted by: Samantha Peters, Secretary