

Wright County Community Action, Inc.
Head Start/Early Head Start Policy Council Meeting Minutes
October 21, 2025

Members Present:

Meghan Polzin, Annandale Representative, Secretary (in-person)
Emily Lommen, Delano Representative (virtual)
Omanah Bultman, EHS Representative, Chairperson (virtual)
Rebeka Csig, EHS Representative (virtual)
Gena LaPlante, Howard Lake Representative, MHSA Rep (in-person)
Samantha Peters, Montrose Representative, Vice-Chairperson (virtual)
Evette Holler, Otsego Representative (virtual)
Marina Eggink, Community Representative (virtual)
Nicole Schmitz, Community Representative (in-person)
Jennifer Greenhagen, WCCA Board Member (non-voting) (virtual)

Members Absent:

Nicole Cantin, Buffalo 1 Representative
Sarah Nelson, Buffalo 2 Representative
Alexis Carrillo-Sigle, Monti 207/208 Representative
Reanna Sigle, Monti 209/210 Representative

Staff Present:

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

I. Determine Quorum/Call to Order/Introductions

The October 21, 2025 Policy Council meeting was called to order at 6:05 PM by Omanah Bultman. A quorum was present, members introduced themselves, and the meeting began.

II. Program Governance Overview

- a. Program Governance. The Director presented program governance training to members. Training included Roberts Rules of Order, and the roles and responsibilities of the Policy Council (Head Start Act - 642 (c) (2)).
- b. The ERSEA Coordinator provided Head Start eligibility training to Policy Council members.
- c. The Director provided training on Conflict of Interest to Policy Council members.
- d. Staff and members reviewed the responsibilities of Policy Council officers. Officers were elected.

Chair: Omanah Bultman was nominated by Gena LaPlante.

Motion by Nicole Schmitz, second by Evette Holler to approve Omanah Bultman as the Policy Council Chairperson. Motion carried.

Vice Chair: Samantha Peters was nominated by herself.

Motion by Gena LaPlante, second by Meghan Polzin to approve Samantha Peters as the Policy Council Vice-Chairperson. Motion carried.

Secretary: Meghan Polzin was nominated by Samantha Peters.

Motion by Samantha Peters, second by Nicole Schmitz to approve Meghan Polzin as the Policy Council Secretary. Motion carried.

MHSA Parent Rep: Gena LaPlante was nominated by herself.

Motion by Nicole Schmitz, second by Omanah Bultman to approve Gena LaPlante as the Policy Council parent representative to the Minnesota Head Start Association. Motion carried.

MHSA Parent Rep Alternate: Meghan Polzin was nominated by herself.

Motion by Evette Holler, second by Gena LaPlante to approve Meghan Polzin as the Policy Council parent alternate representative to the Minnesota Head Start Association. Motion carried.

III. Consideration/Approval of October 21, 2025 Agenda

Policy Council members reviewed the agenda as presented. One revision was requested to remove Kristin Otto's name and add Marina Eggink's name to the member list.

Motion by Nicole Schmitz, second by Meghan Polzin to approve the October 21, 2025 agenda. Motion carried.

IV. Consideration/Approval of the September 16, 2025 Policy Council Minutes

Policy Council members reviewed the September 16, 2025 Policy Council minutes as e-mailed.

Motion by Evette Holler, second by Marina Eggink to approve the September 16, 2025 Policy Council meeting minutes as e-mailed. Motion carried.

V. Consideration/Approval of the August 2025 Financial Reports

Staff and Policy Council members reviewed and discussed the August 2025 Financial Reports, including expenditures, credit card statements, and in-kind summary.

Motion by Evette Holler, second by Gena LaPlante to approve the August 2025 financial reports. Motion carried.

VI. Unfinished Business

None

VII. New Business

a. Hiring & Termination Memo

The Head Start Director presented a hiring and termination memo detailing staff hired or terminated since the last meeting. *Motion by Meghan Polzin, second by Evette Holler to approve the Hiring & Termination Memo as presented. Motion carried.*

b. ACF-OHS-IM-25-05 Fiscal Year Monitoring Process for Head Start Recipients

The Head Start Director shared an information memorandum, which explains the monitoring process for fiscal year 2026, including updates to review formats and when reviews will take place during a grant period.

c. ACF-OHS-IM-25-06 Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs

The Head Start Director shared an information memorandum, which clarifies policy guidance on vacant slots in Head Start programs, with a focus on vacant slots due to chronic absenteeism.

VIII. WCCA Board Report

Jen Greenhagen reported that the Board discussed updates to the government shutdown. The Board also reviewed the recently created paid family medical leave (PFML) policy and the fiscal year 2026 agency budget. Jen announced that Kid's Haven will be opening in Waverly.

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

- Marina shared about the Bertram Chain of Lakes "Bootacular" happening 10/25.
- Evette share that Otsego invited families to the center on 10/23 for a "Brown Bear, Brown Bear" presentation.

X. Program Director's Report

a. Updates from the Director

- The program was fully enrolled for September and is fully enrolled for October

- We have one opening for a Teacher at the Buffalo Head Start preschool site.

b. Program Activity Report for September 2025.

The Head Start Director shared the program activity report for September 2025.

XI. Schedule Next Meeting and Adjourn

a. The next Policy Council meeting is scheduled for November 18, 2025 at 6:00PM in-person and via Zoom.

b. The October 21, 2025 Policy Council meeting adjourned at 7:59 PM.

Motion by Evette Holler, second by Marina Eggink to adjourn the October 21, 2025 Policy Council meeting. Motion carried.