

WRIGHT COUNTY COMMUNITY ACTION, INC.
POLICY COUNCIL MEETING MINUTES
October 17, 2022

Members in Attendance:

Carrie Herber, Buffalo 1 Representative
Paige Hasledalen, Buffalo 2 Representative
JorDyn Bresinger, EHS Representative
Nicole Schmitz, Community Representative
Rebecca Calvin, WCCA Board Member (non-voting)

Staff Present:

Dara Smida, Head Start/Early Head Start Director
Amy Johnson, ERSEA Coordinator

Members Absent:

Amber Ganzel, Delano Representative
Kyla Woida, EHS Representative
Joanna Happe, Annandale Representative
Shelby Brittin, Monticello 207/208 Representative
Angela Salzl, Monticello 209/210 Representative
Jasmine Erickson, Montrose Representative
Shelby Brittin, Monticello 207/208 Representative
Angela Salzl, Monticello 209/210 Representative
Weendor Kamara, Rogers Representative
Barbara Eckberg, WCCA Board Liaison (non-voting)

I. Determine Quorum/Call to Order/Introductions

The October 17, 2022 Policy Council meeting was called to order at 6:02 PM by JorDyn Bresinger, Policy Council member. A quorum was present, members introduced themselves, and the meeting began.

II. Consideration/Approval of the October 17, 2022 Revised Agenda.

Policy Council members approved the agenda as presented.

Motion by JorDyn Bresinger, second by Carrie Herber to approve the September 19, 2022 Agenda. Motion carried.

III. Consideration/Approval of the September 19, 2022 Policy Council Minutes

Policy Council members reviews and approved the September 19, 2022 Policy Council minutes as e-mailed.

Motion by Carrie Herber, second by JorDyn Bresinger to approve the September 19, 2022 Policy Council meeting minutes as e-mailed. Motion carried.

IV. Consideration/Approval of the September 2022 Financial Reports

Staff and Policy Council members reviewed and discussed the September 2022 financial reports, including fund expenditures, credit card statements and in-kind report. Staff explained the structure of the documents, the budget categories, and the different funding sources for Head Start and Early Head Start.

Motion by Carrie Herber, second by JorDyn Bresinger to approve the September 2022 financial reports. Motion carried.

V. Unfinished Business

None

VI. New Business

a. Program Governance Training

Members received program governance training, including the Roberts Rules of Order, and the roles and responsibilities of the Policy Council (Head Start Act - 642 (c) (2)). Items included

Performance Standards, general overview of Policy Council, Robert's Rules of Order, the composition and selection process, rules and responsibilities of the Policy Council (Structure of Governing Bodies), This information was presented by the Director.

b. Head Start Eligibility Training

Amy Johnson, ERESEA Coordinator, provided training on Head Start eligibility to Policy Council members.

c. Conflict of Interest Training

Dara Smida, Head Start Director, provided training on conflict of interest to Policy Council members.

d. Election of Officers

Staff and members reviewed the responsibilities of Policy Council Officers. Paige Hasledalen nominated herself for Secretary. There were no nominations for Chairperson or Vice Chairperson. *JorDyn Bresinger made a motion to approve Paige Hasledalen as Secretary; second by Carrie Herber. Motion carried.*

e. Election of Community Representative

Carrie Herber made a motion to elect Nicole Schmitz as a Community Representative on the Policy Council; Second by Paige Hasledalen. Motion carried.

f. Hiring and Termination Memo

Staff and members reviewed and discussed a memo recommending hiring of Kathi Lee as Teacher, Brenda Mingo as Assistant Teacher, and Maria Carmona Cruz as Center Aide. *Nicole Schmitz made a motion to approve the hiring memo as presented; Second by Paige Hasledalen. Motion carried.*

g. Discussion About Enrollment Reduction

The Director shared information about applying for an enrollment reduction due to staff vacancies. This would result in closing a Head Start center. The cost-savings from reduction would be used to increase staff wages, which would aid in retention of current staff and recruitment of new staff. Policy Council members discussed and were supportive of the reduction. Parents want to make sure the program knows and shares what is available for affected families if a center closes.

h. WCCA Direct Cost Allocation Plan

The Director share the WCCA agency Direct Cost Allocation Plan, which details how shared costs are allocated among programs in the agency. *Nicole Schmitz made a motion to approve the Direct Cost Allocation Plan as presented; Second by JorDyn Bresinger. Motion carried.*

VII. WCCA Board Report

Rebecca Calvin gave a report on the September 13 Board meeting. Katie Edberg was elected to the Board. She will start in October. There is an opening for a low-income representative on the Board. The Board by-laws are in the process of being updated. Members also discussed the need for an Early Childhood expert on the Board, who would also serve as the Policy Council Liaison. This position is currently held by Barbara Eckberg. Barbara's term expires in October and she is not seeking a new term.

VIII. Community Representatives & Center Reports

- Milestones is accepting applications for early learning scholarships
- Parents had questions about masks and vaccines. Masks are no longer required. COVID vaccination or an approved exemption/testing is required for any volunteer, including parents.

IX. Program Director's Report

a. Updates from the Director

- Howard Lake center is opening October 24, 2022.

b. ACF-IM-HS-22-07—Reporting Child Health and Safety Incidents

The Director share an Information Memorandum, which clarifies reporting requirements of health and safety incidents, and outlines the consequences for failure to report during the given timeframe.

c. Supplemental Funds Notice of Award

The program received supplemental funds to purchase five buses for the Head Start program. These five buses will replace the five oldest buses in the fleet.

d. Program Activity Report for August 2022

The Director shared the program activity report, which specifies enrollment, attendance and meal counts for the month of September 2022.

X. Schedule Next Meeting & Adjournment

a. The next Policy Council meeting is scheduled November 21, 2022 at 6:00PM in-person and via Zoom.

b. The October 17, 2022 Policy Council meeting was adjourned at 7:45 PM.