

**Wright County Community Action, Inc.**  
**Head Start/Early Head Start Policy Council Meeting Minutes**  
**October 17, 2023**

**Members Present:**

Paige Hasledalen, Buffalo 1 Representative  
Charlie Peterson, Buffalo 2 Representative  
Katrell Sundstrom, EHS Representative  
Amanda Edwards, EHS Representative  
Edward Sundstrom, Delano Representative  
Tamara Otterness, Monti 207/208 Representative  
Angela Tusler, Montrose Representative  
Weendor Kamara, Otsego Representative  
Kristin Otto, Community Representative  
Nicole Schmitz, Community Representative

**Members Absent:**

Jennifer Greenhagen, WCCA Board Member (non-voting)  
Mariah Solomonson, Annandale Representative  
Samantha Shepperd, Monticello 206 Representative  
Angela Salzl, Monti 209/210 Representative  
Rebecca Calvin, WCCA Board Member (non-voting)

**Staff Present:**

Dara Smida, Head Start/Early Head Start Director  
Lexi Peterson, ERSEA Coordinator

**I. Determine Quorum/Call to Order/Introductions**

The October 17, 2023 Policy Council meeting was called to order at 6:01 PM by Weendor Kamara. 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 Director and ERSEA Coordinator provided Head Start eligibility training to Policy Council members.
- c. The Director provided training on Conflict of Interest to Policy Council members. Members in-person signed the conflict of interest form. Members on Zoom were emailed the conflict of interest form.
- d. Staff and members reviewed the responsibilities of Policy Council officers. Officers were elected.

**Chair:** Weendor Kamara **Motion** Paige Hasledalen **Second by** Amanda Edwards

**Vice Chair:** Katrell Sundstrom **Motion** Edward Sundstrom **Second by** Kristin Otto

**Secretary:** Paige Hasledalen **Motion** Charlie Peterson **Second by** Katrell Sundstrom

**MHSA Parent Rep:** Charlie Peterson **& MHSA Parent Rep Alternative:** Paige Hasledalen

**Motion** Kristin Otto **Second by** Nicole Schmitz

**III. Consideration/Approval of the October 17, 2023 Agenda**

Policy Council members approved the agenda as presented.

*Motion by Nicole Schmitz, second by Paige Hasledalen to approve the October 17 agenda.*

**IV. Consideration/Approval of the September 19, 2023 Policy Council Minutes**

Policy Council members reviewed and approved the September 19, 2023 Policy Council minutes as e-mailed.

*Motion by Charlie Peterson, second by Katrell Sundstrom to approve the September 19, 2023 Policy Council meeting minutes as e-mailed.*

**V. Consideration/Approval of the August 2023 Financial Reports**

Staff and Policy Council members reviewed and discussed the August 2023 Financial Reports, including expenditures, credit card statements, and in-kind summary. The Board and Policy Council will now see financial reports and credit card statements from two months prior to the meeting, as these are most accurate based on the WCCA's accounts payable schedule.

*Motion by Amanda Edwards, second by Charlie Peterson to approve the August 2023 financial reports. Motion carried.*

**VI. Unfinished Business**

None

**VII. New Business**

**a. Head Start Hiring and Termination Memo**

Staff and the Policy Council reviewed and discussed and discussed a hiring memo, with three new hires. The Policy Council approved the hiring memo as presented.

*Motion by Paige Hasledalen, second by Kristin Otto to approve the WCCA Head Start Hiring Memo.*

**b. WCCA Community Assessment Annual Update**

Staff and the Policy Council reviewed and discussed annual updates to the WCCA Community Needs Assessment (CNA). Head Start requires a CNA every five years, with annual updates, and Community Action requires a CNA every three years.

*Motion by Paige Hasledalen, second by Katrell Sundstrom to approve the Community Assessment annual update.*

**c. WCCA Direct Cost Allocation Plan**

Staff and the Policy Council reviewed and discussed changes to the agency's Direct Cost Allocation Plan, which details how shared costs are allocated among programs in the agency.

*Motion by Charlie Peterson, second by Kristin Otto to approve the Direct Cost Allocation Plan.*

**VIII. WCCA Board Report**

Dara: Went over the cost allocation plan and community assessment. There will be changes to personnel policies, and employee handbook, and hopefully next month we will review that. An overview of the agency budget and an improved agency format for the budget.

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

Nicole Schmitz: Discussed milestone scholarship opportunities. Encouraged a larger waitlist for them. She had brought paperwork with information about the program that was given to Dara. Dara will be sending it out over Learning Genie.

Paige Hasledalen: Asked about the bus situation. Dara explained how we wrote into the budget new buses last September. Said we should have one of them by the end of this month (October). All buses should be from 2018-2022. With Mound's location being closed, there will be a backup bus. They will be White colored with Blue.

Paige Hasledalen: Asked about classroom supplies for Buffalo 1 and possibly Buffalo 2. Dara will talk to Education Coordinator about the list of classroom supplies.

Dara : EHS had good field trips to the orchard and to the firehouse. Amanda Edwards talked about how the 1st graders went back to back from the firehouse, to city hall, to the police department. Suggested possible field trips for HS/EHS. Paige Hasledalen wants to talk to Buffalo teachers and family advocates about doing field trips.

**X. Program Director's Report**

**a. Updates from the Director**

Enrollment is up to 92% as of next Monday. Last year we were at 75% which is why last year in August we had to begin an enrollment plan. We have 12 months to get to 97%.

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

The Head Start Director shared the program activity report for September 2023, which details enrollment, attendance and meal counts for Head Start and Early Head Start.

**XI. Schedule Next Meeting and Adjourn**

a. The next Policy Council meeting is scheduled November 21, 2023 at 6:00PM in-person and via Zoom.

**b. The October 17, 2023 Policy Council meeting adjourned at 8:04 PM.**

*Motion by Charlie Peterson, second by Kristin Otto to adjourn the October 17, 2023 Policy Council meeting. Motion carried.*