

Wright County Community Action, Inc.
Head Start/Early Head Start Policy Council Meeting Minutes
October 15, 2024

Members Present:

JorDyn Bresinger, Annandale Representative
Nicole Cantin, Buffalo 1 Representative
Samantha Peters, Buffalo 2 Representative
Omanah Bultman, EHS Representative
Amanda Edwards, EHS Representative
Megan Sanborn, Monti 206 Representative
Ashley Brownell, Monti 209/210 Representative
Jazmyn Harville, Montrose Representative
Amanda Marx, Otsego Representative, Chairperson
Kristin Otto, Community Representative
Rebecca Calvin, WCCA Board Member (non-voting)
Jennifer Greenhagen, WCCA Board Member (non-voting)

Members Absent:

Cassie Richard, Delano Representative
Amber Johnson, Howard Lake Representative
Nicole Schmitz, Community Representative

Staff Present:

Dara Smida, Head Start/Early Head Start Director
Lexi Peterson, Family Services Coordinator

I. Determine Quorum/Call to Order/Introductions

The October 15 2024 Policy Council meeting was called to order at 6:04PMPM by Dara Smida. 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 Family Services 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.

Chairperson: Omanah Bultman nominated herself as Chairperson. *Motion by JorDyn Bresinger, second by Ashley Brownell to approve Omanah Bultman as the Chairperson. Motion carried.*

Vice Chair: Ashley Brownell nominated JorDyn Bresinger as Vice-Chairperson. *Motion by Ashley Brownell, second by Kris Otto to approve JorDyn Bresinger as the Vice-Chairperson. Motion carried.*

Secretary: Samantha Peters nominated herself as Secretary. *Motion by JorDyn Bresinger, second by Kris Otto to approve Samantha Peters as the Secretary. Motion carried.*

MHSA Parent Rep: Ashley Brownell nominated herself as the Minnesota Head Start Association (MHSA) Representative. *Motion by Kris Otto, second by JorDyn Bresinger to approve Ashley Brownell as the MHSA Representative. Motion carried.* Samantha Peters nominated herself as the Alternate MHSA Representative. *Motion by Ashley Brownell, second by JorDyn Bresinger to approve Samantha Peters as the Alternate MHSA Representative.*

MHSA Friend: Paige Hasledalen was nominated to serve as a Friend of WCCA to the MHSA. Paige is currently on the MHSA Board of Directors, and this will allow her to continue on the Board. *Motion by JorDyn Bresinger, second by Ashley Brownell to approve Paige Hasledalen as the MHSA Friend. Motion carried.* Dara will contact Paige to make sure she is still able to attend. If Paige is not able to attend, Rebecca Calvin would like to continue as a WCCA Friend on MHSA. *Motion by Amanda Marx, second by Nicole Cantin to approve Rebecca Calvin as the WCCA Friend to the MHSA if Paige is unable. Motion carried.*

III. Consideration/Approval of October 15, 2024 Agenda

Policy Council members reviewed the agenda as presented.

Motion by Amanda Marx, second by Samantha Peters to approve the October 15, 2024 agenda. Motion carried.

IV. Consideration/Approval of the September 17, 2024 Policy Council Minutes

Policy Council members reviewed the August 20, 2024 Policy Council minutes as e-mailed.

Motion by Nicole Cantin, second by Amanda Marx to approve the September 17, 2024 Policy Council meeting minutes as e-mailed. Motion carried.

V. Consideration/Approval of the August 2024 Financial Reports

Staff and Policy Council members reviewed and discussed the August 2024 Financial Reports, including expenditures, credit card statements, and in-kind summary.

Motion by JorDyn Bresinger, second by Samantha Peters to approve the August 2024 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 Samantha Peters, second by Kris Otto to approve the Hiring & Termination Memo as presented. Motion carried.*

b. WCCA Community Needs Assessment Annual Update

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

Motion by Amanda Marx, second by Samantha Peters to approve the WCCA Community Needs Assessment annual update. Motion carried.

VIII. WCCA Board Report

Jen Greenhagen reported that the Board received an update on the agency audit and the audit should be ready for the Board and Policy Council in November. The Board approved the hiring of the new Human Resources Manager.

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

- Kris reported that Wright County Health and Human services has an updated website and the Public Health page has a new layout. There is a family support tab with multiple resources.
- Rebecca reported that MHSA met 10/15 and discussed the legislative platform. MHSA will hold a parent conference in April.

X. Program Director's Report

a. Updates from the Director

Head Start is having a Health Fair November 7th at Wright Technical Center. Flyers will go out to all families.

Head Start Preschool is currently under-enrolled. Please refer your friends, relatives, neighbors, coworkers.

b. ACF-OHS-IM-24-03 Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs

The Head Start Director shared an Information Memorandum, which identifies how AIAN Head Start programs can meet the requirements of the Head Start Program Performance Standards (the Performance Standards) related to curricula and assessment in ways that center Indigenous Knowledge and Tribal sovereignty.

c. Program Activity Report for September 2024.

The Head Start Director shared the program activity report for September 2024.

XI. Schedule Next Meeting and Adjourn

a. The next Policy Council meeting is scheduled for November 19, 2024 at 6:00PM in-person and via Zoom.

b. The October 15, 2024 Policy Council meeting adjourned at 8:09PM.

Motion by JorDyn Bresinger, second by Nicole Cantin to adjourn the October 15, 2024 Policy Council meeting. Motion carried.