

**Wright County Community Action, Inc.**  
**Head Start/Early Head Start Policy Council Meeting Minutes**  
**August 19, 2025**

**Members Present:**

Nicole Cantin, Buffalo 1 Representative (in-person)  
Charlie Peterson Buffalo 2 Representative, MHSA Representative (virtual)  
Omanah Bultman, EHS Representative, Chairperson (virtual)  
Amanda Edwards, EHS Representative (virtual)  
Gena LaPlante, Howard Lake Representative (in-person)  
Ashley Brownell, Monti 209/210 Representative, Secretary (in-person)  
Amanda Marx-Flaherty, Otsego Representative (in-person)  
Marina Eggink, Community Representative (in-person)  
Nicole Schmitz, Community Representative (in-person)

**Members Absent:**

JorDyn Bresinger, Annandale Representative, Vice-Chairperson  
Cassie Richard, Delano Representative  
Megan Sanborn, Monti 206 Representative  
Alexis Carrillo-Sigle, Monti 207/208 Representative  
Jazmyn Harville, Montrose Representative  
Jennifer Greenhagen, WCCA Board Member, Policy Council Liaison (non-voting)  
Rebecca Calvin, WCCA Board Member (non-voting)  
Paige Hasledalen, MHSA Friend, (non-voting)

**Staff Present:**

Dara Smida, Head Start/Early Head Start Director  
Elizabeth Natale, Head Start Nutrition Specialist

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

The September 16, 2025 Policy Council meeting was called to order at 6:01PM by Omanah Bultman. A quorum was present, members introduced themselves, and the meeting began.

**II. Consideration/Approval of the Revised September 16, 2025 Agenda**

Policy Council members reviewed the revised agenda as presented.

*Motion by Charles Peterson, second by Nicole Cantin to approve the September 16, 2025 agenda. Motion carried.*

**III. Consideration/Approval of the August 19, 2025 Policy Council Minutes**

Policy Council members reviewed the August 19, 2025 Policy Council minutes as e-mailed.

*Motion by Ashley Brownell, second by Nicole Cantin to approve the August 19, 2025 Policy Council meeting minutes as e-mailed. Motion carried.*

**IV. Consideration/Approval of the July 2025 Financial Reports**

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

*Motion by Amanda Marx-Flaherty, second by Nicole Schmitz to approve the July 2025 financial reports. Motion carried.*

**V. Unfinished Business**

None

## **VI. New Business**

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

Staff and the Policy Council reviewed the hiring and termination memo as presented.

*Motion by Marina Eggink, second by Gena LaPlante, to approve the Hiring and Termination Memo as presented. Motion carried.*

### **b. Annual CACFP Training**

Staff provided annual CACFP training to members of the Policy Council.

### **c. FY 2026 CACFP Budget Summary**

Staff and the Policy Council reviewed and discussed the 2025 CACFP Budget.

*Motion by Gena LaPlante, second by Amanda Marx-Flaherty, to approve the CACFP Budget. Motion carried.*

## **VII. WCCA Board Report**

Dara reported that the board updated the agency cost-allocation plan. There are two vacant positions on the Board.

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

- Marina shared information on upcoming car seat clinics, a big wheels event in Monticello, and the Bertram BooTacular in Monticello. Information will be sent out via Learning Genie.
- Nicole shared that Milestones was awarded another three-year contract with DCYF to provide services.

## **IX. Program Director's Report**

### **a. Updates from the Director**

- Enrollment—HSP is currently enrolled at 90%
- Staffing—we are hiring three family advocates, one EHS home visitor, one center aide, and substitute teaching staff.
- On 9/15/25, there was a safety incident at one HSP site that we had to report to the office of head start. We are waiting on feedback from OHS.

### **b. Program Activity Report for August 2025**

The Head Start Director shared the program activity report for August 2025, 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 October 21, 2025 at 6:00PM in-person and via Zoom.**

### **b. The September 16, 2025 Policy Council meeting adjourned at 7:18PM.**

*Motion by Amanda Marx-Flaherty, second by Ashley Brownell to adjourn the September 16, 2025 Policy Council meeting. Motion carried.*

**Respectfully submitted by:** Ashley Brownell, Secretary