

WRIGHT COUNTY COMMUNITY ACTION, INC.
POLICY COUNCIL MEETING MINUTES
April 18, 2022

Members in Attendance:

Katie Edberg – Buffalo 1 Representative/Chairperson /Minnesota Head Start Association Parent Representative
Omanah Bultman – Monticello 205/206 Representative/Secretary
Weendor Kamara – Monticello 207/208 Representative
Makayla Wijeratne – Community Representative
Barbara Eckberg – Board Liaison (non-voting)
Rebecca Calvin – Minnesota Head Start Association Representative (non-voting)
Dara Smida – Head Start/Early Head Start Director
Sarina Nowling – Rogers Alternate

DETERMINE QUORUM/CALL TO ORDER/INTRODUCTIONS:

The April 18, 2022 Policy Council meeting was called to order at 6:01 PM by Katie Edberg, Policy Council Chairperson. A quorum was present, members introduced themselves and the meeting began.

CONSIDERATION/APPROVAL OF THE APRIL 18, 2022 REVISED AGENDA:

Policy Council members approved the revised agenda as presented.

Motion by Omanah Bultma / second by Makayla Wijeratne to approve the April 18, 2022 Revised Agenda.
(Motion carried)

CONSIDERATION/APPROVAL OF THE FEBRUARY 21, 2022 POLICY COUNCIL MINUTES:

Council Members reviewed and approved the February 21, 2022 Policy Council minutes as emailed.

Motion by Omanah Bultman /second by Weendor Kamara to approve the February 21, 2022 Policy Council Meeting Minutes as emailed. (Motion carried)

CONSIDERATION/APPROVAL OF THE FEBRUARY 2022 FINANCIAL REPORT:

Staff and Policy Council Members reviewed and discussed the February 2022 Financial Report.

Motion by Omanah Bultman / second Makayla Wijeratne to approve the February 2022 Financial Reports.
(Motion carried)

CONSIDERATION/APPROVAL OF THE MARCH 2022 FINANCIAL REPORT:

Staff and Policy Council Members reviewed and discussed the March 2022 Financial Report.

Motion by Omanah Bultman / second Weendor Kamara approve the March 2022 Financial Reports.
(Motion carried)

UNFINISHED BUSINESS

N/A.

NEW BUSINESS:

ELECTION OF COMMUNITY REPRESENTATIVE FROM WRIGHT COUNTY HUMAN SERVICES

Katie Brown was nominated as a Community Representative from Wright County Human Services. She is taking the place of Tamara Chiglo who represented Wright County Human Services.

Motion by Omanah Bultman /second by Sarina Nowling to elect Katie Brown as a Community Representative from Wright County Human Services. (Motion carried)

HIRING MEMO

Staff and the Policy Council Members reviewed and discussed a hiring memo, and recommended hiring Martina Ranczka as an Assistant Teacher, Catherine Plachy as a fulltime classroom aide, Kimberly Freiberg as a Family Advocate, and Ashley Nyangbe as a Site Supervisor; subject to successful completion of background studies, reference checks, conflict of interest review, documentation of qualifications and Board approval.

Motion by Omanah Bultman /second by Sarina to approve, Martina Ranczka as an Assistant Teacher, Catherine Plachy as a FT Classroom Aide, Kimberly Freiberg as a Family Advocate, and Ashley Nyangbe as a Site Supervisor; subject to successful completion of background studies, reference checks, conflict of interest review, documentation of qualifications and Board approval. (Motion carried)

HEAD START/EHS AMENDMENT #1 – STATE FUNDING APPLICATION FY 2023

Staff and Policy Council Members reviewed, discussed and approved Head Start Program Plan Amendment #1. There was a funding decrease of \$6,702 for the 2023 program year. Funding for staff salary and fringe, local travel costs and office expenses are increased, while contracted services, program expenses and insurance cost funds are decreased. The total budget for the year will be \$316,442. The Early Head Start portion is \$119,295 and the Head Start portion is \$197,147. The Pathway II Early Learning Scholarship (\$112,500) is included in the state grant application. Pathway II Funds will be used for transportation, mental health services, extending hours at Howard Lake and Annandale, and providing a part-time support center aide.

Motion by Omanah Bultman /second by Weendor Kamara to approve the Head Start Program Plan Amendment #1 – State FY 2023 . (Motion carried)

WCCA HEAD START TRANSPORTATION WAIVER REQUEST APPLICATION FY 2022-2023

Staff and Policy Council members discussed the application for a transportation waiver for the 2022-2023 program year. This waiver allows the sixty (60) Monticello Head Start children be transported by the Monticello school district on the Monticello school buses, without a bus monitor and waiving the restraints for the children who ride the busses (45 C.F.R. Parts 1303.71 (d) and 1303.72 (a), child safety restraint systems requirement, and 45 C.F.R. Part 1303.72). Head Start has partnered with the Monticello school district for 5 years and wishes to continue that partnership. This waiver allows for more flexibility for families who need bussing and saves Head Start time and funds, which can then be used for other areas of needed programming.

Motion by Omanah Bultman /second by Makayla Wijeratne to approve the WCCA Head Start Transportation Waiver Request Application FY 2022-2023. (Motion carried)

WCCA PERSONNEL POLICIES

Staff and Policy Council members discussed the updated WCCA Personnel Policies and the changes that were made.

Motion by Omanah Bultman /second by Weendor Kamara to approve the updates to the WCCA Personnel Policies. (Motion carried)

WCCA BOARD REPORT

- Barbara Eckberg gave a report regarding the April 12, 2022 WCCA Board Meeting. They discussed Personnel Policies and met with the Executive Director Candidate.

COMMUNITY REPRESENTATIVE/CENTER REPORTS:

- Makayla Wijeratne shared that Milestones is accepting applications for scholarships, and Milestones is hiring.

PROGRAM DIRECTOR'S REPORT:

- Summer School Program. WCCA will partner with Monticello School District to offer summer school to 15 children who will be eligible for kindergarten in the fall. WCCA received funding in 2021 to provide summer school services in 2021 and in 2022.
- Waiting to hear back on the federal review

ACF-PI-HS-22-02-FY 2022 – HEAD START FUNDING INCREASE

Staff and Policy Council members discussed information in the Program Instruction document regarding additional funding for Head Start/EHS programs nationwide. A 2.28% cost of living increase for staff and additional supplemental funds for Head Start programs will be available. Any additional funds may be used for quality improvements and anticipated additional costs to the program in categories such as transportation or space costs. More details about the applications and total funding opportunity will be released from the OHS later.

PROGRAM ENROLLMENT/ATTENDANCE/MEAL COUNT ACTIVITY REPORT:

The Director presented the Head Start/EHS Enrollment/Attendance/Meal Count Activity Report for February and March 2022.

NEXT MEETING:

- The next Policy Council Meeting is scheduled **May 16, 2022, at 6:00 PM via Zoom.**

ADJOURNMENT:

The April 18, 2022, Policy Council Meeting was adjourned at **6:57 PM.**

Motion by Omanah Bultman /second by Makayla Wijeratne to adjourn the April 18, 2022 Policy Council Meeting. (Motion carried)

Respectfully submitted and approved by: Omanah Bultman Date: 04/21/2022