

WRIGHT COUNTY COMMUNITY ACTION, INC.
POLICY COUNCIL MEETING MINUTES
January 11, 2021

Members Present:

Members:

Jo Putnam – Annandale Representative
Brandi Brown – Delano Representative
Omanah Bultman – Monticello 2019/210 Representative
Amanda Knapp – Rogers Representative
Shelley Leon – EHS Representative/Chairperson
Katie Edberg – EHS Representative/Secretary
Makayla Wijeratne – Community Representative
Tamara Chiglo – Community Representative
Rebecca Calvin – Community Representative
Barbara Eckberg – Board Liaison (non-voting)

Staff - Rebecca Rydbom, Head Start Director

DETERMINE QUORUM/CALL TO ORDER/INTRODUCTIONS:

The January 11, 2021 Policy Council Meeting via Zoom Conference was called to order at 5:03 pm. by Shelley Leon, Policy Council Chairperson. A quorum was present, members introduced themselves and the meeting began.

CONSIDERATION/APPROVAL OF THE JANUARY 11, 2021 REVISED AGENDA:

Staff presented the revised agenda. Revisions included:

- Revised WCCA Non-Federal Match Waiver Request for 2020-2021
- Discussion of recommending Stacy Anderson to the WCCA Board of Directors
- WCCA Self-Assessment Improvement Planning Overview\
- Non-federal match contest ideas

Policy Council members approved the revised agenda as presented.

Motion by Katie Edberg/ second by Tamara Chiglo to approve the January 11, 2021 revised agenda. (Motion carried)

CONSIDERATION/APPROVAL OF THE DECEMBER 21, 2020 POLICY COUNCIL MINUTES:

Council Members reviewed and approved the December 21, 2020 minutes as emailed.

Motion by Tamara Chiglo/ second by Amanda Knapp to approve the December 21, 2020 Policy Council Meeting Minutes as emailed. (Motion carried)

CONSIDERATION/APPROVAL OF THE JANUARY 2021 FINANCIAL REPORT:

Staff and Policy Council Members reviewed and discussed the January 2021 Financial Report.

Motion by Katie Edberg/second by Brandi Brown to approve the January 2021 Financial Reports. (Motion carried)

UNFINISHED BUSINESS

N/A

NEW BUSINESS:

WCCA NON-FEDERAL MATCH WAIVER REQUEST 2020-2021 GRANT/PROGRAM YEAR

Staff and Policy Council members discussed the WCCA Non-Federal Match Waiver Requests for the 2020-2021 grant period. Due to unprecedented COVID-19 complications (lower enrollment, difficulty of parental documentation regarding volunteer activities at home, suspension of the Raising a Reader parent engagement/literacy program, classrooms being closed to volunteers and professional service workers, lack of donated supplies), WCCA is requesting a waiver for partial reduction in non-federal match share for Head Start and Early Head Start. Estimated lost opportunities for Head Start non-federal match include: total hours for parent home learning volunteer hours – HS=\$15,365, donated supplies - \$149, Professional Services - \$31,200, Foster Grandparent hours -\$7,482. Classroom volunteers - \$19,117 for a total of \$73,313. Estimated lost opportunities for Early Head Start non-federal match include: total hours for parent home learning volunteer hours – \$46,354, supplies - \$725, Policy Council Community Representative donated mileage - \$568 for a total of \$47,647. Total request is a reduction of \$73,313 for Head Start and \$47,647 for Early Head Start – a total of \$120,961 for both programs.

Motion by Jo Putnam/second by Rebecca Calvin to approve the WCCA NON-FEDERAL MATCH WAIVER REQUEST FOR THE 2020-2021 GRANT. (Motion carried)

REVISION OF THE WCCA HEAD START POLICY COUNCIL BY-LAWS – AMENDMENT

Staff and Members reviewed possible changes in Policy Council By-Laws. As a follow up to the WCCA Head Start/Early Head Start Policy Council by-laws training, there was discussion regarding possible changes to the by-laws. To clarify, staff are not part of the Policy Council and will be documented differently on the meeting minutes and agenda, as such. Term limits over five (5) years may not be changed as it is in Performance Standards limiting the number of years members may serve. Wording may be changed to reflect that all members of the Policy Council may receive an allowable meeting reimbursement and mileage reimbursement for expenses of attending any authorized Policy Council meeting or approved activities of the program. The words “whose family income falls below the Federal poverty level index” may be removed from the by-laws. The amendment was sent out eleven (11) days before the meeting, so the vote could take place at this meeting. It was suggested by staff to change the words ten (10) days to (7) seven days in regards to members receiving any possible changes/amendments in the future. It was suggested to add the wording “calendar” days. It was also discussed that MHSA Friend affiliates may continue as such even after being off the Policy Council as long as they have the endorsement of the agency with a letter as such. The amendment changes will go before the WCCA Board planning committee in January and the Board in February to finish the approval process.

Motion by Rebecca Calvin/second by Katie Edberg to approve the changes to the Policy Council By-Laws to reflect that all Policy Council members may be reimbursed for mileage and expenses and the notification for any amendment changes to the by-laws will be sent out at least seven (7) calendar days prior to the meeting of the Policy Council when a vote is to be taken on the any updates or amendments (rather than 10 days). (Motion carried).

BOARD MEMBER RECOMMENDATION

Staff and Policy Council members discussed recommending Stacy Anderson to the WCCA Board to represent

the Consumer/lower income sector.

Motion by Katie Edberg/second by Rebecca Calvin to approve the recommendation of Stacy Anderson to the WCCA Board. (Motion carried)

WCCA SELF-ASSESSMENT IMPROVEMENT PLANNING OVERVIEW

Policy Council members received a PowerPoint orientation to the methodology of the self-assessment and improvement process for 2021 in Head Start/EHS by the director. The self-assessment planning process will begin in January 2021. The purpose of the self-assessment was discussed, including the use of data to share progress and support continuous program learning and quality improvement. Members were made aware they will be asked to participate in gathering information/data and analyzing data in the few months as part of the process.

WCCA BOARD REPORT

No meeting in January yet, as the meeting is scheduled for January 12, 2021(tomorrow).

COMMUNITY REPRESENTATIVE/CENTER REPORTS:

Referring to the need for in-kind, Omanah Bultman shared it was difficult to use the Learning Genie app to record in-kind hours. Other parents had possible solutions including if the app would need updating, etc. It appears this is a problem other people are having as well. Staff is going to find out if there is information on the Learning Genie website or directions to share with parents to make using the app easier. That would make document in-kind hours much easier.

Staff and members discussed the isolation children and families feel during these times due to COVID restrictions. It will be good when schools and events are open at full capacity again.

Makayla Wijeratne gave an overview of the Early Learning Scholarship - Pathway I funding opportunities. She sent staff the website to get more information. Staff will send it out on Tuesday. The group will try to get the Milestones outreach person to share more information at the next Policy Council meeting.

There was some discussion with members about possible vaccinations against COVID in Wright County. At this point, Tamara Chiglo from Wright County Human Services said she did not have an updates, but Wright County Human Services staff were looking forward to getting an opportunity to be vaccinated.

MINNESOTA HEAD START ASSOCIATION REPRESENTATIVE REPORT:

The next meeting for members is January 12, 2021. Rebecca Calvin and Katie Edberg can give updates at the February 2021 Policy Council meeting.

PROGRAM DIRECTOR'S REPORT:

HEALTH ADVISORY COMMITTEE INFORMATION

Staff announced the next Health Advisory Committee Meeting was scheduled for January 20, 2021 at 8:15 via zoom and asked if any members would like to attend. Jo Putnam gave an overview of what meetings are like. Three people were interested. Staff will be sending a link so they can attend the meeting over zoom.

NON-FEEDERAL MATCH

There was discussion on ways to improve the non-federal (in-kind) documentation to improve in-kind numbers. A contest with prizes for the most parent/classroom hours was discussed. The Raising A Reader program is suspended for the program year due to COVID restrictions. Public libraries are limited too and that makes it more difficult for families to have lots of story books to read – limiting in-kind hours. Ideas to increase in-kind hours

included sending instructions for the Learning Genie app – making sure families are comfortable using it; to send home materials to families to ensure they have items needed to complete at home activities. Sending home books for families to have at home would be helpful. Staff will brainstorm at the office and a contest will be started in February 2021 with top prizes being new/extra learning materials for classrooms and families.

PROGRAM ENROLLMENT ATTENDANCE/MEAL COUNT ACTIVITY REPORT:

Staff presented the Head Start/EHS Enrollment/Attendance/Meal Count Activity Report for January 2021.

NEXT MEETING:

The next Policy Council Meeting is tentatively scheduled for **February 22 at 5:00 PM via Zoom meeting**. The regular date being the 3rd Monday of the month was changed due to classrooms being closed for Presidents Day Day.

ADJOURNMENT:

The January 11, 2021 Policy Council Meeting was adjourned at 6:29 pm.

Motion by Katie Edberg/second by Jo Putnam to adjourn the January 11, 2021 Policy Council Meeting.
(Motion carried)

Respectfully submitted by Omanah Bultman

Date: January 12, 2021