

**WRIGHT COUNTY COMMUNITY ACTION, INC.**  
**POLICY COUNCIL MEETING MINUTES**  
**November 15, 2021**

Members:

Katie Edberg – Buffalo 1 Representative/Vice Chairperson /Minnesota Head Start Association Parent Representative  
Brandi Brown – Delano Representative  
Kristina Gibbons – Howard lake Representative  
Omanah Bultman – Monticello 205/206 Representative/Secretary  
Ashley Brownell – Monticello 209/210 Representative  
Shelley Leon – EHS Representative/Chairperson  
Makayla Wijeratne – Community Representative  
Tamara Chiglo – Community Representative  
Barbara Eckberg – Board Liaison (non-voting)  
Rebecca Calvin – Minnesota Head Start Association Representative (non-voting)

Staff – Dara Smida, HS/EHS Director  
Rebecca Rydbom, HS/EHS Program Operations Manager

**DETERMINE QUORUM/CALL TO ORDER/INTRODUCTIONS:**

The November 15, 2021 Policy Council in person meeting and Zoom conference was called to order at 6:06 PM. by Shelley Leon, Policy Council Chairperson. A quorum was present, members introduced themselves and the meeting began.

**CONSIDERATION/APPROVAL OF THE NOVEMBER 15, 2021 AGENDA:**

Policy Council members approved the agenda as emailed and presented.

**Motion by Katie Edberg/ second by Omanah Bultman to approve the November 15, 2021 agenda.**  
(Motion carried)

**CONSIDERATION/APPROVAL OF THE OCTOBER 18, 2021 POLICY COUNCIL MINUTES:**

Council Members reviewed and approved the October 18, 2021 Policy Council minutes as emailed.

**Motion by Katie Edberg/ second by Omanah Bultman to approve the October 18, 2021 Policy Council Meeting Minutes as emailed.** (Motion carried)

**CONSIDERATION/APPROVAL OF THE OCTOBER 2021 FINANCIAL REPORT:**

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

**Motion by Katie Edberg/ second by Omanah Bultman to approve the October 2021 Financial Reports.**  
(Motion carried)

**UNFINISHED BUSINESS**

N/A.

**NEW BUSINESS:**

## **WCCA Head Start/Early Head Start Program Plan FY 2022-2023**

The Policy Council received, reviewed and discussed the 2022-23 Head Start/Early Head Start Program Plan and federal grant application. The application is for funds in the amount of \$ 2,049,268 for Head Start program operations and \$21,174 for Head Start training and technical assistance, Early Head Start funds applied for are \$285,561 for program operations and \$6,055 for training and technical assistance. It was noted that the plan would be created assuming there would be minimal COVID-19 restrictions and all classes would have full enrollment. The plan includes descriptions of planned program operations, funding projections, the geographic Service area and Target Population, Priorities for Enrollment, Program Goals and objectives, funding projections, budget summary, staffing Patterns, and contractual agreements. The forecasted annual program budget is \$2,797,702 from federal and state sources. The proposed plan narrative was approved by the Head Start Policy Council on September 20, 2021 with the previous program year's Council – sans the full budget Summary. The full budget was presented this evening.

**Motion by Omanah Bultman/second by Katie Edberg to approve the WCCA Head Start/Early Head Start Program Plan and federal grant applications for Head Start and Early Head Start for the 2022-2023 program year. (Motion carried)**

### **PROGRAM GOVERNANCE TRAINING:**

WCCA Policy Council By-Laws training was presented by the Director.

WCCA Internal Dispute Resolution Procedure training was presented by the Director.

### **HEAD START HIRING:**

Staff and the Policy Council Members discussed a hiring memo recommending hiring Taiwo Awotipe as ERSEA/Family Support Specialist, 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 Makayla Wijerante to recommend hiring Taiwo Awotipe as the ERSEA/Family Support Specialist subject to successful completion of background studies, reference checks, conflict of interest review, documentation of qualifications and Board approval (Motion carried)**

### **WCCA BOARD REPORT**

Barbara Eckberg gave a report regarding the November 9, 2021 WCCA Board Meeting.

### **MINNESOTA HEAD START ASSOCIATION (MHSA) REPRESENTATIVE REPORT:**

Katie Edberg shared that at the last MHSA meeting there was much discussion re: Covid-19 – how that is affecting programs, the federal vaccination mandate (still being negotiated), the state legislative platform and how Universal Pre-K impacts HS (discussed – will have to wait and see).

### **COMMUNITY REPRESENTATIVE/CENTER REPORTS:**

- Makayla Wijerante from Milestone shared that families interested in Early Learning Scholarships should look on their websites for applications. They also have employment opportunities and they are remote.
- Tamara Chiglo from Wright County Human Services shared that staff there are excited to move to their new space in January. The new dental facility will be moving there in spring. Wright County Human Services has information on their website regarding help for families over the holidays (such as Toys for

Tots, shope with a Hero, etc.

- Policy Council members and staff discussed when virtual services are approved through the OHS (when whole classrooms are closed to children due to Covid quarantining) and parent meetings may be virtual if parents wish that, when meals are delivered at home for children (when whole classrooms are closed to children due to Covid quarantining).
- Buffalo 1 is getting several more children started.
- EHS is able to having home visits inside again.

### **PROGRAM DIRECTOR'S REPORT:**

The Director shared the following information:

- The WCCA Executive Director position is still open – the first candidate turned it down due to family concerns.
- Federal staff vaccination mandate – still waiting for details from the OHS about what that will look like.
- Staffing is short and difficult for various reasons. Makayla Wijerante shared information regarding T.E.A.C.H. Scholarships and noted that might be a great resource for staff to get their 4 year teaching degree, and there is help through Child Care Aware MN for people interested in gaining a CDA. WCCA helps staff achieve that certification too.

### **PROGRAM ENROLLMENT/ATTENDANCE/MEAL COUNT ACTIVITY REPORT:**

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

### **NEXT MEETING:**

The next Policy Council Meeting is tentatively scheduled for **December 20, 2021, at 6:00 PM in person and via Zoom meeting.**

### **ADJOURNMENT:**

The November 15, 2021 Policy Council Meeting was adjourned at 7:18 PM.

**Motion by Omanah Bultman/second by Katie Edberg to adjourn the November 15, 2021 Policy Council Meeting. (Motion carried)**

Respectfully submitted and approved by: Omanah Bultman Date: November 15, 2021