

WRIGHT COUNTY COMMUNITY ACTION, INC.
POLICY COUNCIL MEETING MINUTES
September 20, 2021

Members:

Katie Edberg – Buffalo 1 Representative/Vice Chairperson /Minnesota Head Start Association Parent Representative
Weendor Kamara – Monticello 206 Representative
Omanah Bultman – Monticello 209 Representative/Secretary
Amanda Knapp – Rogers Representative
Shelley Leon – EHS Representative/Chairperson
Tamara Chiglo – Community Representative
Rebecca Calvin – Minnesota Head Start Association Representative (non-voting)

Staff – Rebecca Rydbom, HS/EHS Director
Richard Owen, WCCA Interim Deputy Executive Director

DETERMINE QUORUM/CALL TO ORDER/INTRODUCTIONS:

The September 20, 2021 Policy Council Meeting via Zoom Conference was called to order at 6:05 PM. by Shelley Leon, Policy Council Chairperson. A quorum was present, members introduced themselves and the meeting began.

CONSIDERATION/APPROVAL OF THE SEPTEMBER 20, 2021 REVISED AGENDA:

Policy Council members approved the agenda as emailed and presented.

Motion by Katie Edberg/ second by Weendor Kamara to approve the September 20, 2021 revised agenda. (Motion carried)

CONSIDERATION/APPROVAL OF THE AUGUST 16, 2021 POLICY COUNCIL MINUTES:

Council Members reviewed and approved the August 16, 2021 Policy Council minutes as emailed.

Motion by Tamara Chiglo/ second by Katie Edberg to approve the August 16, 2021 Policy Council Meeting Minutes as emailed. (Motion carried)

CONSIDERATION/APPROVAL OF THE AUGUST 2021 FINANCIAL REPORT:

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

Motion by Weendor Kamara/second by Tamara Chiglo to approve the August 2021 Financial Reports. (Motion carried)

UNFINISHED BUSINESS

HEAD START BEHAVIOR GUIDANCE POLICY UPDATES

Staff and Policy Council Members reviewed changes to the Behavior Guidance Policy. Changes included adding information regarding behaviors on the bus.

Motion by Katie Edberg/second by Amanda Knapp to approve Head Start Behavior Guidance Policy Updates. (Motion carried)

NEW BUSINESS:

CONSIDERATION AND DISCUSSION OF THE HIRING RECOMMENDATION OF DARA SMIDA AS WCCA HEAD START/EHS DIRECTOR

Consideration and discussion of the hiring recommendation of Dara Smida as the Head Start Director at Wright County Community Action. Staff shared information regarding her experience at WCCA Head Start and her qualifications for the position.

Motion by Katie Edberg/second by Tamara Chiglo to approve the Hiring Recommendation of Dara Smida as Head Start/EHS Director subject to successful completion of background studies, reference checks, conflict of interest review, documentation of qualifications and Board approval. (Motion carried)

CONSIDERATION AND DISCUSSION OF THE HIRING RECOMMENDATION OF REBECCA RYDBOM AS HEAD START/EHS PROGRAM OPERATIONS MANAGER

Consideration and discussion of the hiring recommendation of Rebecca Rydbom as the Head Start/Early Program Operations Manager at Wright County Community Action. Her role will be to support and mentor the new HS/EHS Director for 9 – 12 months as needed.

Motion by Katie Edberg/second by Weendor Kamara to approve the Hiring Recommendation of Rebecca Rydbom as Head Start/EHS Program Operations Manager subject to documentation of qualifications and Board approval. (Motion carried)

CONSIDERATION AND DISCUSSION OF THE HIRING RECOMMENDATION OF ERICA MIELKE AS EARLY HEAD START MANAGER

Consideration and discussion of the hiring recommendation of Erica Mielke as the Early Head Start Manager at Wright County Community Action.

Motion by Katie Edberg/second by Tamara Chiglo to approve the Hiring Recommendation of Erica Mielke as Early Head Start Manager subject to documentation of qualifications and Board approval. (Motion carried)

HEAD START HIRING:

Staff and the Policy Council Members reviewed and discussed a hiring memo recommending hiring Jennifer Otto and Vanessa Murray as Assistant Teachers subject to successful completion of background studies, reference checks, conflict of interest review, documentation of qualifications and Board approval.

Motion by Katie Edberg/second by Weendor Kamara to approve, Jennifer Otto and Vanessa Murray as Assistant Teachers, subject to successful completion of background studies, reference checks, conflict of interest review, documentation of qualifications and Board approval. (Motion carried)

ANNUAL CHILD AND ADULT FOOD PROGRAM (CACFP) TRAINING

Staff provided the annual Child and Adult Care Food Program (CACFP) Training and which included the estimated budget for the 2021-22 program year.

Motion by Katie Edberg/second by Amanda Knapp to approve the CACFP estimated budget. (Motion carried)

WCCA HEAD START AND EARLY HEAD START RESPONSE TO COVID-19 HEALTH AND SAFETY PLAN 2021-2022 (Updated).

Staff and Policy Council members discussed the COVID-19 Health and Safety Plan the programs are implementing this fall. Staff discussed changes from last year's plan as well as item remaining the same. Items such as identifying potential staffing issues and staff protection in the workplace, care for children in group settings, serving children and families in the home-based setting, and how WCCA will serve children and families remotely in the event of a center shutdown for center based and home-based settings.

Motion by Katie Edberg/second by Tamara Chiglo to approve the WCCA Head Start/Early Head Start Response to COVID-19 Health and Safety Plan 2021-2022. (Motion carried)

WCCA HEAD START/EARLY HEAD START PROGRAM PLAN 2022-2023

In preparation for the Federal Grant Application, Policy Council members received, reviewed and discussed the WCCA Head Start Program Plan, which provides a general description of the program, services provided, service area and target population, priorities for enrollment, program objectives, for the 2022-23 program year. It was noted that the plan would be creating assuming there would be minimal COVID-19 restrictions and all classes would have with full enrollment.

The total operating budget from the Office of Head Start for the 2022-2023 program year is \$2,334,829 (Head Start and Early Head Start) with an additional \$21,174 for HS training and \$6,055 for EHS training.

Staff reported that the detailed budget was still in the process of being finalized and will be added to the Head Start Program Plan for discussion and approval during a later Policy Council Meeting.

Motion by Katie Edberg/second by Tamara Chiglo to approve the WCCA Head Start/Early Head Start Program Plan 2022-2023 (Motion carried)

WCCA HEAD START/EHS RECOMMENDATION OF WCCA BOARD MEMBER OPEN POSITION

Staff and Policy Council Members discussed the recommendation of Rebecca Calvin as a WCCA Board Member representing the consumer sector of the population. Rebecca had a child in HS and served on the Policy Council faithfully for 5 years. She is now not eligible to serve on the Policy Council and is able to sit on the WCCA Board if approved by the Board.

Motion by Katie Edberg/second by Tamara Chiglo to approve the recommendation Rebecca Calvin a WCCA Board Member representing the consumer sector population (Motion carried)

WCCA BOARD REPORT

Staff gave a report regarding the September 14, 2021 WCCA Board Meeting.

MINNESOTA HEAD START ASSOCIATION (MHSA) REPRESENTATIVE REPORT:

Rebecca Calvin and Katie Edberg discussed the meeting at the MHSA regarding the vaccination mandate from the Office of Head Start. MHSA is deciding to have any in person meeting or training events have a vaccination for COVID as a requirement for attending. Virtual events could still be offered as well. Many of the Friend Affiliates are already vaccinated, but the parents who may be wishing to attend may not be. MHSA parents will have to have the endorsement of the agency Director to attend in person.

COMMUNITY REPRESENTATIVE/CENTER REPORTS:

Tamara Chiglo shared she is conducting home visits for clients in person and she prefers to have that face to face visit with families and children/infants.

It is getting closer to the time when people will be able to move into the new County building in Buffalo. Currently there is not mandate to wear masks there.

PROGRAM DIRECTOR'S REPORT:

Thank you, Rebecca Calvin!

Staff for WCCA thanked Rebecca Calvin for her 5 years of service on the Policy Council. She served thoughtfully for all this time, and now is on the Board of Directors for the MHSA. We look forward to having her as a liaison between the Policy Council and the MHSA. She was recommended/approved by the Policy Council for election to the WCCA Board by the Policy Council tonight, earlier in the meeting.

TRANSPORTATION WAIVER APPROVAL GRANTED

The OHS has approved the transportation waiver request for the 2021-2022 program year. The 60 children in Monticello will be able to ride district busses without a monitor for this year. WCCA will need to reapply for a bus waiver next year by June 1, 2022.

NOTICE OF MONITORING FOCUS AREA 2 AND CLASSROOM ASSESSMENT SCORING SYSTEM (CLASS) FOR PY 2021-2022

WCCA received notice that the OHS will be conducting a Focus 2 monitoring review and a Classroom Assessment Scoring System (CLASS) review this program year. WCCA will receive a 45-day notice of the review.

LETTER FROM OHS RE: HS/EHS VACCINATION MANDATE

The OHS sent a letter to all agencies that says beginning January 2022, all Head Start teachers and program staff will be required to be vaccinated to help ensure the health and safety of children, families and their communities. Staff expects to receive more guidance in the near future to accomplish this on schedule, as well as get any other questions answered.

Staff received some questions from the State of Minnesota's Children's Cabinet to discuss with Policy Council members.

The State Head Start Collaboration Director, Jeanne Dickhausen MA ED. ECE sent some questions for parent comments from the Children's Cabinet regarding the best ways to engage with families and provide education around the COVID vaccine for children and youth. Parents had suggestions (see below) and answers will be submitted to the state.

- How much time would parents want for the vaccine appointment? Thoughts on what would make their kids comfortable?
20-30 minutes total (including 15 minutes' rest time after). Having children be able to watch a video before and after would be good.
- Will children want/need curtains between vaccination or better to have them together and seeing others?
– NO to having them see each other.
- What types of small incentives would be helpful (lollipops, stickers, etc.)? candy, stickers or chips/water or a coupon to DQ.

- [Would it help to have a pediatrician \(AAP onsite\)?](#) Some said yes and some said no.
- [Would parents like to see a video or other resource from pediatricians leading up to education?](#) Yes. Parents also suggested a drive up event so children could stay in their cars and it would expedite the whole event.

PROGRAM GOVERNANCE TRAINING PLANNING:

Staff and Policy Council Members discussed and planned for the Program Governance Training for newly elected Policy Council Members on October 18, 2021. Policy Council Members recommended that training be incorporated into the meeting - that the meeting begin at 5:30 p.m. followed by Eligibility and Program Governance Training, then the rest of the meeting can be conducted.

PROGRAM ENROLLMENT/ATTENDANCE/MEAL COUNT ACTIVITY REPORT:

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

NEXT MEETING:

The next Policy Council Meeting is tentatively scheduled for **October 18 20, 2021, at 5:30 PM in person and via Zoom meeting.**

ADJOURNMENT:

The September 20, 2021 Policy Council Meeting was adjourned at 7:32 PM.

Motion by Omanah Bultman/second by Katie Edberg to adjourn the September 20, 2021 Policy Council Meeting. (Motion carried)

Respectfully submitted and approved by: _____

Date: _____