

Wright County Community Action, Inc.
Policy Council Meeting Minutes
January 23, 2023

Members Present:

Carrie Herber, Buffalo 1 Representative
Ashley Brownell, EHS Rep, Vice-Chair
Weendor Kamara, St. Michael Rep
Nicole Schmitz, Community Representative
Rebecca Calvin, WCCA Board Member (non-voting)

Members Absent:

Paige Hasledalen, Buffalo 2 Rep, Secretary
Joanna Happe, Annandale Representative
Angela Salzl, Monticello 209/210 Representative
Shelby Brittin, Monticello 207/208 Rep

Staff Present:

Dara Smida, Head Start/Early Head Start Director

I. Determine Quorum/Call to Order/Introductions

The January 23, 2023 Policy Council meeting was called to order at 6:03 PM by Ashley Brownell. A quorum was present, members introduced themselves, and the meeting began.

II. Consideration/Approval of the January 23, 2023 Agenda

Policy Council members approved the agenda as presented.

Motion by Nicole Schmitz, second by Weendor Kamara to approved the January 23, 2023 Agenda. Motion carried.

III. Consideration/Approval of the November 14, 2022 Policy Council Minutes

Policy Council members reviews and approved the November 14, 2022 Policy Council minutes as e-mailed.

Motion by Weendor Kamara, second by Nicole Schmitz to approve the November 14, 2022 Policy Council meeting minutes as e-mailed. Motion carried.

IV. Consideration/Approval of the November 2022 and December 2022 Financial Reports

Staff and Policy Council members reviewed and discussed the November 2022 and December 2022 Financial Reports, including expenditures, credit card statements, and in-kind summary.

Motion by Weendor Kamara, second by Carrie Herber to approve the November 2022 and December 2022 financial reports. Motion carried.

V. Unfinished Business

a. Election of Officers

Chair: Weendor is interested in serving as the Chairperson, but wanted some time to think about it before committing to the position.

VI. New Business

a. Program Governance Training

The Head Start Director presented the program planning cycle and an overview of the annual self-assessment process.

b. Hiring & Termination Memo

Staff and the Policy Council reviewed and discussed a hiring and terminations memo. The Policy Council approved the hiring and termination memo as presented.

Motion by Nicole Schmitz, second by Weendor Kamara to approve the Hiring and Termination

Memo as presented. Motion carried.

VII. WCCA Board Report

Rebecca Calvin shared what was discussed at the January 10 Board meeting. The Board visited the new WIC building in Monticello. We have two new Board members, who were recently elected as Wright County Commissioners. Rebecca also provided updates on construction of the Maple Lake office.

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

- Milestones continues to accept applications for Early Learning Scholarships.
- Ashley informed the group that EHS is having a Family Fun Night on January 24.
- Dara shared that a parent who could not attend today's meeting asked about changing future meetings to another date or time. The group agreed to hold the February meeting on Tuesday, February 21, at 6:00PM. Dara will send a survey to all PC members to see what the majority wants to do for future meetings.

IX. Program Director's Report

a. Updates from the Director

The Director shared information on enrollment and staffing. We are working on a request for an enrollment reduction.

b. ACF-IM-HS-23-01—Supplementary Information on Establishing an Evidence-Based COVID-19 Mitigation Policy

The Head Start Director shared an information memorandum from the Office of Head Start, which provides supplementary information to support grant recipients in developing an evidence-based COVID-19 mitigation policy, which is required to be in place by March 7, 2023.

c. Program Activity Report for November and December 2022

The Head Start Director share the program activity report for November and December 2022, which details enrollment, attendance and meal counts for Head Start and Early Head Start.

X. Schedule Next Meeting and Adjourn

a. The next Policy Council meeting is scheduled February 21, 2023 at 6:00PM in-person and via Zoom.

b. The November 14, 2022 Policy Council meeting adjourned at 6:55 PM.

Motion by Carrie Herber second by Weendor Kamara to adjourn the January 23, 2023 Policy Council meeting. Motion carried.