



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

April 8, 2024

PRESENT:

Cody Barth	Ely
Ashley Minkkinen	EHS Lake & Hermantown
Rob Hietala	AEOA Board Representative
Connie Derickson	Program Manager
Kelly Garrity	EHS Program Manager
Emily Checco	Pre-School Home Base
Jerry Crittenden	Community Relations Manager
Kristine Norberg	Health Manager
Barb Fedora	Program Manager
Chris DeGroot	Head Start Assistant Director
Gabe Johnson	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Absent
CHIC EHS & Chisholm EHS-Absent
Chisholm-Open
Community Rep-Excused
Hermantown-Open
Hibbing I-II-Excused
Hibbing III-Absent
Hibbing IV-Open
EHS East Range-Quad 1-Excused
EHS Hibbing & Northern Tier-Absent
EHS West Range-Excused
Quad II-PSHB/PC Rep to the AEOA Board-Excused
Two Harbors-Proctor-Excused
Virginia I-Open
Virginia II-Open
Virginia III-Absent
Virginia IV-Absent

The Policy Council meeting was held on Monday April 8, 2024, at AEOA in the Basement Conference room and via Zoom.

- I. **CALL TO ORDER:** Cody Barth, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:38 a.m. on Monday, April 8, 2024.
- II. **ROLL CALL:** Roll call was taken showing 6 members present. A quorum was not established. Policy Council bylaws state in 4.7(g), *When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decisions will be made.* **Stacey Roepke moved to conduct an official meeting, supported by Ashley Minkkinen. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF February 7, 2024, POLICY COUNCIL MINUTES:** **Stacey Roepke moved to accept the February 7, 2024 minutes, supported by Ashley Minkkinen. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** Gabe shared the Notice of Proposed Rule Making (NPRM) PI from OHS, Supporting the Head Start Workforce and Quality Programming have been sent out. We will hear about the changes in June or July. The Notice of Award was received for the Federal grant that was submitted for the 2024-2025 program year.
- VI. **REPORTS:**

DIRECTOR'S REPORT: Gabe reported that the state is beginning to transition people to the Department of Children, Youth, and Families. MHSA is working to prepare us for changes in the Department of Children, Youth, and Families by bringing representatives to the MHSA Director meeting.

The state funding application is coming out a little earlier than expected due to some of this transition.

The federal grant application has been approved for \$4,267,399 from the Office of Head Start. This is the first year of our 5-year grant period.

A 2.35% Cost of Living Adjustment (COLA) has been passed for Head Start from the Office of Head Start. AEOA passed a 3.5% COLA for staff. The COLA is effective 3/30/24.

The Minnesota Head Start Association is preparing for the annual conference in Brainerd, MN.

A 102-million-dollar grant has been released for Early Head Start Expansions. The application is due by May 14, 2024. The management team will be working on this. We are currently looking at center-based options in our communities.

We continue to look for space for our Mountain Iron-Buhl and Eveleth classrooms for the fall of 2024. **Stacey Roepke moved to accept the Director's Report, supported by Ashley Minkkinen. Motion carried unanimously.**

A. FINANCIAL REPORT:

Tracy Sandnas presented the financial statements.

FY 2023 FEDERAL HEAD START GRANT: This grant for \$2,928,216.00 for the period from April 1, 2023, through March 31, 2024. The Current Period Actual Expenditures are \$489,889.50; the YTD Actual Expenditures are \$2,647,074.06; YTD Encumbrance is \$78,575.52, and the Balance is \$202,566.42. Spending on this grant is on target with our planned expenditures and projections.

FY 2023 FEDERAL EARLY HEAD START GRANT: This grant for \$1,339,183.00 for the period from April 1, 2023, through March 31, 2024. The Current Period Actual Expenditures are \$235,349.47; the YTD Actual Expenditures are \$1,410,323.73; YTD Encumbrance is \$0.00, and the Balance is \$(71,140.73). Spending on this grant is on target with our planned expenditures and projections.

FY 2023 MN HEAD START GRANT: This grant for \$787,180.00 for the period from July 1, 2023, through June 30, 2024. The Current Period Actual Expenditures are \$147,868.05; the YTD Actual Expenditures are \$647,690.50; YTD Encumbrance is \$0.00, and the Balance is \$139,489.50. Spending on this grant is on target with our planned expenditures and projections.

The January & February credit card report was presented. **Stacey Roepke moved to accept the Financial Reports, supported by Ashley Minkkinen. Motion carried unanimously.**

B. COMMUNITY RELATIONS REPORT: Jerry Crittenden reported we will be enrolling our kiddos in our program for this fall. Letters will go to repeaters. EHS does not get a letter due to year-round programming. Jerry shared the enrollment report. We are above the 97% full enrollment requirement, and we are striving for 100%. **Stacey Roepke moved to accept Community Relations report, supported by Ashley Minkkinen. Motion carried unanimously.**

- C. **AEOA BOARD MEETING February meeting was cancelled.**

VII. OLD BUSINESS:

- A. **SCHOOL READINESS:** Kelly Garrity reported that Early Head Start’s highest scores were in fine motor skills and tools and technology. The lowest scores were in phonological awareness. New books were purchased to help raise the scores in this area. Chris Degroote reported that Head Start has been making gains over the past 3 years. Areas of strength are fine motor skills, personal care and healthy behavior, and geography. Areas of growth are phonological awareness.
- B. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Kelly Garrity reported that families are asked to complete 3 questionnaires throughout the year. All areas increased except for food and healthcare. We are working with families in these areas.

VIII. NEW BUSINESS

- A. **EARLY HEAD START (EHS) EXPANSION GRANT APPLICATION:** Gabe reported that we are applying for expansion money to expand Early Head Start into Center based sites. We are looking at adding these services to our communities. We will be able to enroll 32 kiddos if we receive the funding. The application is due May 14, 2024. A discussion was held. **Rob Hietala moved to submit the application for the EHS Expansion Grant Application, supported by Zach Anderson. Motion carried unanimously.**
- B. **FY 24 STATE FUNDING APPLICATION :** Gabe shared that we are working on our state grant application for the second year of our 2-year grant cycle. **Stacey Roepke moved to submit the state grant application, supported by Victoria Thorsen. Motion carried unanimously.**
- C. **TRANSPORTATION WAIVER:** Gabe shared with members that this needs to be done annually for our sites that don’t have Head Start transportation. **Victoria Thorsen moved to submit the Transportation Waiver, supported by Ashley Minkkinen. Motion carried unanimously.**
- D. **FY 24 FEDERAL COLA APPLICATION:** Our program has been awarded a 2.35% COLA. We are waiting for the application process to open. Head Start will be using the 2.35% COLA to help cover the AEOA agency 3.5% COLA. **Rob Hietala moved to submit the FY 24 COLA Application, supported by Ashley Minkkinen. Motion carried unanimously.**

E. NEW HIRES:

NAME	1ST	2ND	APPROVED
Carla Current PT EHS Program Manager	Stacey Roepke	Ashley Minkkinen	Approved
Joan Kaurala-Substitute Virginia Classroom Assistant	Victoria Thorsen	Ashley Minkkinen	Approved
Eternity Anwiler Teacher Assistant VA 3	Ashley Minkkinen	Victoria Thorsen	Approved
Tekla Johnson Classroom Assistant VA 3	Ashley Minkkinen	Victoria Thorsen	Approved

F. POLICIES AND PROCEDURES: None.

G. POLICY COUNCIL MEETING SCHEDULE The next meeting will be on Monday, June 3rd at 9:30 at AEOA in the basement conference room.

H. PARENT & COMMUNITY REPRESENTATIVE REPORTS: Cody Barth shared that the Ely classroom went to the Ely Post Office on a field trip. Her daughter has made a lot of progress this year.

IX. MISCELLANEOUS DISCUSSION: Gabe asked members if they would be interested in parent training after our Policy Council meetings. Stacey inquired about field trips. Currently field trips are done via walking or having special visitors come to the classroom. We have a couple of openings for CPR training on 4/19/24 if any parents are interested. Please contact Chris DeGroot. Ashley Minkkinen will be having booths at her tattoo business in Duluth. Head Start is welcome to recruit future kiddos at these events.

X. ADJOURNMENT: Ashley Minkkinen moved to adjourn the meeting, supported by Tamara Dungan. Motion carried unanimously. The meeting was adjourned at 11:17 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Gabe Johnson , Director Arrowhead Head Start