



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3<sup>RD</sup> AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

**ARROWHEAD HEAD START POLICY COUNCIL MINUTES**

**December 7, 2022**

**PRESENT:**

Ashley Minkkinen	Chairperson/EHS Lake & Hermantown
Cassie Adams	Mt. Iron Buhl
Cody Barth	Ely
DaNeil Sirjord	Community Representative
Jessica Poitra	EHS Hibbing & Chisholm/PC Rep to the AEOA B.O.D.
Stacey Roepke	CHIC EHS & Northern Tier
Emily Checco	Pre-School Home Base Educator
Kristine Norberg	Health Manager
Meghan Winsor	Disability & Mental Health Manager
Christine DeGroote	Head Start Assistant Director
Gabe Johnson	Head Start Director
Skip Ferris	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

**SITES NOT REPRESENTED OR EXCUSED:**

- AEOA Board Representative-Excused
- Babbitt-Open
- Chisholm-Open
- Hermantown-Open
- Hibbing IV -No Open
- EHS East Range and Quad II-Absent
- EHS West Range & PSHB-Absent
- Quad 1-Absent
- Virginia I-Open
- Virginia II-Absent
- Virginia III-Open
- Virginia IV-Open

The Policy Council meeting was held on December 7, 2022, at AEOA in the conference room in the basement and virtually via Zoom.

- CALL TO ORDER:** Cassie Adams, Acting Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:42 a.m. on Wednesday, December 7, 2022.

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.* **Cassie Adams moved to conduct an official meeting, supported by DaNeil Sirjord. Motion carried unanimously.**

III. **CORRECTION/APPROVAL OF October 12, 2022, POLICY COUNCIL MINUTES:** **DaNeil Sirjord moved to accept the October 12, 2022 minutes, supported by Cassie Adams. Motion carried unanimously.**

IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.

V. **CORRESPONDENCE:** None.

VI. **ELECTION OF OFFICERS:**

OFFICERS	NOMINATED	1 <sup>ST</sup> MOTION	2 <sup>ND</sup> MOTION	APPROVED
CHAIRPERSON	Ashley Minkkinen	Cassie Adams	Stacey Roepke	Approved
VICE CHAIRPERSON	Cody Barth	Cassie Adams	Stacey Roepke	Approved
SECRETARY	Stacey Roepke	Cassie Adams	Cody Barth	Approved
PC REP TO THE AEOA BOARD	Jessica Poitra	Stacey Roepke	Cody Barth	Approved
SPA ALTERNATE	Tabled	Stacey Roepke	Cody Barth	Approved

VII. **REPORTS:**

A. **DIRECTOR’S REPORT:** Skip reported that elections are over. On the federal side, the Senate is controlled by the Democrats and the House is controlled by the Republicans. A COLA is being estimated at 5%-9% for 2023.

On the state side, the House and the Senate are controlled by the Democrats. There could be extra funding for Head Start. Gabe Johnson, the new Head Start Director, will be taking over on 1/9/2023. **Cassie Adams moved to accept the Director’s Report, supported by Cody Barth. Motion carried unanimously.**

**B. FINANCIAL REPORT:**

Skip presented the financial statements.

**FY 2022 FEDERAL HEAD START GRANT:** This grant for \$2,642,565.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$416,103.21; the YTD Actual Expenditures are \$1,155,902.23; YTD Encumbrance is \$198,312.00, and the Balance is \$1,172,737.09. Spending of this grant is on target with our planned expenditures and projections. \$198,312.00 is the carryover for the 6 new vehicles that are on order.

**FY 2022 FEDERAL EARLY HEAD START GRANT:** This grant for \$1,235,551.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$200,387.10; the YTD Actual Expenditures are \$755,563.57; YTD Encumbrance is \$0.00, and the Balance is \$479,987.43. Spending of this grant is on target with our planned expenditures and projections.

**FY 2022 MN HEAD START GRANT:** This grant for \$539,687.00 for the period from July 1, 2022, through June 30, 2023. The Current Period Actual Expenditures are \$99,248.06; the YTD Actual Expenditures are \$200,421.65; YTD Encumbrance is \$0.00, and the Balance is \$339,265.35. Spending of this grant is on target with our planned expenditures and projections.

The November credit card report was presented. **Cody Barth moved to accept the Financial Reports, supported by Stacey Roepke. Motion carried unanimously.**

- C. **COMMUNITY RELATIONS REPORT:** Skip presented the enrollment report. We are still a bit under enrolled. **Cody Barth moved to accept Community Relations report, supported by Cassie Adams. Motion carried unanimously.**

- D. **AEOA BOARD MEETING October 19, 2022, and Executive Committee Meeting November 16, 2022:** Skip reported that Les Northrup was re-elected at the October annual meeting. The financials were reported, and the board received training. Awards and Recognitions were given to Steve Nelson and Mike Vidmar for supporting AEOA. 25-year service awards and 4 retirements were acknowledged. AEOA presented the annual report and Skip presented the annual Head Start report. The CACFP application was approved. Other approvals included the AEOA By-laws, Sr. Nutrition, vehicles, and the agency health insurance. AEOA is opening a new homeless shelter in Hibbing.

At the November Executive meeting, Scott Zahorik gave his report, and the department directors gave their individual reports. Transit is purchasing 1 electric bus. A resolution was passed to approve a new elevator and a men's bathroom remodel at the Virginia agency. Gabe Johnson was approved as the new Head Start

Director. One of the board members gave his resignation so his daughter can work at the agency. **Cassie Adams moved to accept the AEOA Board of Directors and Executive Committee meeting reports supported by Cody Barth. Motion carried unanimously.**

**VIII. OLD BUSINESS:**

- A. **FEDERAL FOCUS AREA 2 CORRECTIVE ACTION PLAN:** Skip reported that we had two areas of noncompliance. One was in Mental Health and the other was in ERSEA. ERSEA was due to not documenting income verification that was done over the phone. This has been corrected by adding a check box (radio button) on the application. We have contracted with a Mental Health Consultant to correct our 2nd area of noncompliance. The correction plan was sent in. There will be a meeting next Wednesday to verify the corrective actions. The management team along with Policy Council members are invited to participate via zoom next Wednesday at 2:30 in the afternoon. The link will be sent to members that are present at today’s meeting. **Cassie Adams moved to accept the Focus Area 2 Corrective Action Plan supported by Stacey Roepke. Motion carried unanimously.**
- B. **CACFP APPLICATION:** Skip reported that the 2022-2023 application has been approved.
- C. **PIR REPORT:** Skip shared the Performance Information Report with members. This report shows how our program compares to the state and national levels.
- D. **SCHOOL READINESS:** None.
- E. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

**IX. NEW BUSINESS**

- A. **FY 2023 FUNDING APPLICATION:** Skip presented the budget projections for the funding application. The training and technical plan was presented to members. A discussion was held. Total funding for FY 2023 is \$3,949,462. **Cassie Adams moved to accept the 2023 Funding application supported by Cody Barth. Motion carried unanimously.**

**B. NEW HIRES:**

<b>NAME</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>APPROVED</b>
Kaylee Anderson Classroom Assistant Hibbing 2	Stacey Roepke	Cody Barth	Approved
Sandra Puhek Classroom Assistant Hibbing 3	Stacey Roepke	Cody Barth	Approved

- X. **POLICY COUNCIL MEETING SCHEDULE (NEXT MTG WEDNESDAY, FEBRUARY 8, 2023**
- XI. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.
- XII. **MISCELLANEOUS DISCUSSION:** None.
- XIII. **ADJOURNMENT: Cassie Adams moved to adjourn the meeting, supported by Cody Barth. Motion carried unanimously.** The meeting was adjourned at 11:50 a.m.

Respectfully submitted,

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Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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Norman E. "Skip" Ferris , III , Head Start Director