



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

June 13, 2019

PRESENT:

Bethany Johnson	CHIC EHS Northern Tier EHS HB
Cathy Zelinski	Carry Over Parent
Cherie Averill Manner	AEOA Board Representative
Diane Taylor	Hibbing & West Range EHS
Doris Wehrenberg	Chairperson/Hibbing I, II, III
Rory Koch	Community Representative
Connie Derickson	Program Manager
Jerry Crittenden	Family Svc Community Relations ERSEA Manager
Kristine Norberg	Health Manager
Kelly Hill	EHS Program Manager
Chris DeGroote	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Open
Carry Over Parent-Excused
Chisholm-Excused
DaNeil Sirjord-Community Representative-Excused
East Range EHS HB & Ely Center-Open
Eveleth-Gilbert-Open
Hermantown-Lake Cty EHS HB-Open
Hibbing IV -Absent
Mesabi East-Open
Mt. Iron Buhl-Open
PSHB-Open
Quad I & II-Open
Two Harbors-Excused
Virginia I-Absent
Virginia II-Open
Virginia III-Open

The Policy Council meeting was held on June 13, 2019 at United in Christ Lutheran Church, Eveleth, Minnesota.

- I. **CALL TO ORDER:** Doris Wehrenberg, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order, at 9:45 a.m. on Thursday, June 13, 2019.
- 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.” **Rory Koch moved to conduct an official meeting, supported by Diane Taylor. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF April 2, 2019 POLICY COUNCIL MINUTES:** None. **Rory Koch moved to approve the February 6, 2019 Policy Council Minutes as written, supported by Cathy Zelinski. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Under New Business add C. **POLICIES AND PROCEDURES** and move **LICENSING AND MONITORING VISIT-CHISHOLM TO D. Cherie Averill Manner moved to approve the corrections to the agenda, supported by Rory Koch. Motion carried unanimously.**
- V. **CORRESPONDENCE:** Skip passed around Parent Activity Thank You notes for members to read.
- VI. **REPORTS:**
 - A. **DIRECTOR’S REPORT:**

There will be a Head Start Focus Group in Hermantown that will be hosted by Gayle Kelly from the MN Head Start Association on Tuesday, June 25th from 12:00-2:00 p.m. Lunch will be provided, and participants will receive a \$10 gift card. Please let Skip know if you are interested. It will be capped at 25. The subject will be Kindergarten Transitions.

Head Start will have a summer intern for 60 hours this summer. The intern is completing her education at the Southwest State University in Marshall, MN. She will shadow staff and help with projects.

The U.S. House Appropriations Committee is presenting legislation for an increase in Head Start funding by more than 1.5 billion FY 2020. The state legislation passed all the spending bills except for a bonding bill. Highlights from the State Legislation:

1. Background Studies language for Head Start and Tribal Child Care are included in the Education Omnibus Bill. This will include all background study requirements for DHS Licensing and the Office of Head Start Performance Standards. Background Studies are run every 5 years.
2. DEED Child Care Grants are increasing to \$750,000 and can be used for building or repairs of early childhood facilities.
3. Provisions from the Teachers of Color Act-Grow Your Won Language didn't include language for Head Start to apply for these funds.
4. The Higher Education Omnibus Bill included increases for Workforce Scholarships for students pursuing early childhood degrees.
5. Pathway II Scholarships will stay the same. Any unspent funds will be allocated to Pathway I Scholarships.

The Trump Administration is proposing to use a lower inflation measure to calculate adjustments for the federal poverty line. This method would cut billions of dollars from federal health programs and cause millions of people to lose their eligibility to receive benefits. **Diane Taylor moved to accept the Director's Report, supported by Rory Koch. Motion carried unanimously.**

B. FINANCIAL REPORT:

Skip presented the financial statements for MN SFY 2019 and Federal Head Start and Early Head Start FY 2018. Lorna Antilla, AEOA Fiscal Accountant went through the close out process for the FY 2018 Federal Head Start and Early Head Start Grants. She covered the reporting process and the complexity of it. A discussion was held, and questions were answered.

SFY 2019 MN HEAD START GRANT: This grant for \$609,754.00 is for the period from July 1, 2018, through June 30, 2019, the Current Period Actual Expenditures are \$175,686.28; the YTD Expenditures are \$598,014.46; YTD Encumbrance is \$0.00; and the Balance is \$11,014.46. Spending of this grant is on target with our planned expenditures and projections.

FY 2018 FEDERAL PRESCHOOL HEAD START GRANT: This grant for \$2,460,143.00 for the period from April 1, 2018, through March 31, 2019. The Current Period Actual Expenditures are \$403,638.86; the YTD Actual Expenditures are \$2,440,306.97; the YTD Encumbrance is \$0.00; and the Balance is \$0.00. The spending out of this grant is on target.

FY 2018 FEDERAL EARLY HEAD START GRANT: This grant for \$1,113,540.00 for the period from April 1, 2018, through March 31, 2019. The Current Period Actual Expenditures are \$119,083.48; the YTD Actual Expenditures are \$887,963.76; YTD Encumbrance IS \$0.00, and the Balance is \$0.00. The spending of this grant is on target.

FY 2019 FEDERAL PRESCHOOL HEAD START GRANT: This grant for \$2,460,143.00 for the period from April 1, 2019, through March 31, 2020. The Current Period Actual Expenditures are \$442,815.66; the YTD Actual Expenditures are \$442,815.66; the YTD Encumbrance is \$0.00; and the Balance is \$1,781,188.34. Spending of this grant is on target with our planned expenditures and projections.

FY 2019 FEDERAL EARLY HEAD START GRANT: This grant for \$1,113,540.00 for the period from April 1, 2019, through March 31, 2020. The Current Period Actual Expenditures are \$175,401.09; the YTD Actual Expenditures are \$175,401.09; YTD Encumbrance IS \$0.00, and the Balance is \$938,138.91. Spending of this grant is on target with our planned expenditures and projections.

CREDIT CARD REPORT: Skip went over the monthly credit card report with members. **Diane Taylor moved to accept the Financial Reports, supported by Cathy Zelinski. Motion carried unanimously.**

C. **COMMUNITY RELATIONS MANAGER REPORT:** Jerry reported on the recruitment report and shared his concerns about enrollment. A discussion was held. **Diane Taylor moved to accept the Community Relations Manager's report supported by Cherie Averill Manner, Motion carried unanimously.**

D. **AEOA BOARD MEETING April 17, 2019:** Skip reported on the CSBG Funding, Housing and the AEOA retirement plan. It was decided and approved by the Board that a new employee will automatically have 1% deducted into a retirement account when they start employment with AEOA. Employees can opt out of the automatic retirement deductions. Transit is purchasing a pole building in Floodwood for buses. Skip completed the annual Board training. The Governance Screener was reviewed and approved by the board. May was Community Action month. A new Community Action plan for the next 2 years was approved by the Board. Other resolutions approved were RFP for the agency Auditors and the 2

Generation X grant that wasn't received. The Board members requested business cards. The next Board meeting will be held after the Senior Carnival on June 19, 2019 at the Eveleth Curling Club. **Diane Taylor moved to accept the AEOA Board of Director's report supported by Rory Koch. Motion carried unanimously.**

- E. **MHSA 5/14-5/15/19:** Gayle Kelly will be retiring.

VII. OLD BUSINESS:

- A. **FY 2019 FUNDING APPLICATION/COLA APPLICATION UPDATE:** Skip reported that we received our official Notice of Award on the COLA application.
- B. **2019-2020 TRANSPORTATION WAIVER:** The Board and the Policy Council both voted via text, mail, or email. The Board was unanimous, and the Policy Council was 9 yes and 1 no vote. The waiver passed.
- C. **LICENSING MONITORING VISIT-CHISHOLM:** Our monitor gave us a corrective action regarding Mandated Reporting. One staff person couldn't remember the process and mixed up the time frames for making a verbal report and a written report. Staff are trained annually on this and all will be provided a refresher on the process.
- D. **POLICY COUNCIL RECOGNITION AUGUST 7, 2019:** Members will be recognized, and lunch will be provided. Please plan on staying a bit later than usual for lunch if you can.
- E. **DVD/LITERACY DONATION UPDATE:** Norman "Skip" Ferris III presented Cathy Zelinski with a Thank You picture that was made by the Hermantown Head Start students along with Thank You cards. Cathy and Dave Zelinski matched a \$2000 donation from the AEOA Board of Directors so DVD players and books could be purchased for our Head Start Centers and Home Base option.
- F. **SCHOOL READINESS:** Members are encouraged to read this in the Director's report in your folder.
- G. **PARENT FAMILY COMMUNITY ENGAGEMENT:** Head Start's T/TA came in and trained staff of family engagement. Planning is underway for our Family Fall Event. It will be held at the Loon Lake Community Center in Palo this year on September 20, 2019.

VIII. NEW BUSINESS:

- A. **STATE FY 2020 FUNDING APPLICATION:** Skip went over the state grant application and budget with members. Our funding decreased approximately \$18,400. **Cherie Averill Manner moved to accept the State FY 2020 Funding Application supported by Cathy Zelinski. Motion carried unanimously.**
- B. **SITE SELECTIONS FOR 2019-2020:** Due to decreasing enrollment numbers, we are recommending our Mesabi East Center be closed. The school district is meeting the needs in the community. Recommendations are to keep all Early Head Starts and add one additional EHS Home Based Educator. This will reduce the home visitors' families from 11 to 10 per educator. **Diane Taylor moved to accept the site selections supported by Cherie Averill Manner, Motion carried unanimously.**

C. **POLICIES AND PROCEDURES:**

Policy Eliminated	Motion to Accept	Motion Supported by:	Final
Community Needs Assessment	Rory Koch	Diane Taylor	Approved
Flexible Work Schedule	Rory Koch	Cathy Zelinski	Approved
Policy Council Minutes Distribution	Rory Koch	Cherie Averill Manner	Approved
Staff Communication	Rory Koch	Diane Taylor	Approved
Child Care Reimbursement	Cathy Zelinski	Diane Taylor	Approved
Field Purchase Order Completion	Diane Taylor	Cherie Averill Manner	Approved
Parent Mileage Reimbursement	Cherie Averill Manner	Diane Taylor	Approved
Policy Updated	Motion to Accept	Motion Supported by:	Final
Allergy Prevention & Response	Cherie Averill Manner	Diane Taylor	Approved
Handling & Disposal of Bodily Fluids	Rory Koch	Diane Taylor	Approved

Updated policies can be found on our website at www.aeo.org

D. **PARENT & COMMUNITY REPRESENTATIVE REPORTS:** None.

IX. **MISCELLANEOUS DISCUSSION:** None

X. **ADJOURNMENT:** **Rory Koch moved to adjourn the meeting, supported by Diane Taylor. Motion carried unanimously.** The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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

UNAPPROVED