



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

October 11, 2023

PRESENT:

Alecia Varani	EHS Quad 1
Cody Barth	Ely
Ashley Minkkinen	EHS Lake & Hermantown
Rob Hietala	AEOA Board Representative
Stacey Roepke	CHIC EHS & Northern Tier
Barb Fedora	Program Manager
Charisse Salo	Program Manager
Ileigh Gorham	Mental Health & Disabilities Manager
Jerry Crittenden	Community Relations Manager
Kelly Garrity	EHS Program Manager
Kristine Norberg	Health Manager
Meghan Winsor	Mental Health & Disabilities Manager
Mike Hager	Program Manager
Chris DeGroote	Head Start Assistant Director
Gabe Johnson	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Open
Chisholm-Open
Community Rep-Excused
Ely-Excused
Hermantown-Open
Hibbing I, II, III, IV-Open
EHS Hibbing & Chisholm/PC Rep to the AEOA B.O.D.-Absent
EHS Lake & Hermantown-Excused
EHS West Range & PSHB-Open
EHS East Range & Quad 2-Excused
Virginia I-Open
Virginia II-Absent
Virginia III-Open
Virginia IV-Open

The Policy Council meeting was held on October 11, 2023 at AEOA in the Basement Conference room and virtually via Zoom.

- I. **CALL TO ORDER:** Cody Barth, acting Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:35 a.m. on Wednesday, October 11, 2023.
- II. **ROLL CALL:** Roll call was taken showing 5 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.* **Alecia Varani moved to conduct an official meeting, supported by Rob Hietala. Motion carried unanimously.**
- III. **CORRECTION/APPROVAL OF August 9, 2023, POLICY COUNCIL MINUTES:** **Rob Hietala moved to accept the October 11, 2023 minutes, supported by Stacey Roepke. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** Remove Great Opportunity Grant off the agenda. **Cody Barth moved to conduct an official meeting, supported by Alecia Varani. Motion carried unanimously.**
- V. **CORRESPONDENCE:** None
- VI. **REPORTS:**
 - A. **DIRECTOR'S REPORT:**

Gabe Johnson reported on the State side, Head Start received an additional \$224,268 in permanent funding.

On the Federal side, \$500 million has been allocated for Early Head Start competitive grants. We are still waiting for more information on the availability and usage of these funds.

The COLA & Quality Improvement application and the Transportation waiver application has been approved.

We were not awarded additional Health and Safety funding for a new preschool age-appropriate playground in Ely. Our grant application will move to next quarter automatically until it is filled.

The Minnesota Head Start Association has been working to keep our programs informed on the possible government shutdown.

In our Head Start program we have submitted our first month reimbursement for the Great Start Compensation Support funding.

Our program will be working on our strategic plan for the new five-year grant in October. **Cody Barth moved to accept the Director's Report, supported by Alecia Varani. Motion carried unanimously.**

B. 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 \$374,645.32; the YTD Actual Expenditures are \$1,103,998.32; YTD Encumbrance is \$0.00, and the Balance is \$1,824,217.68. 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 \$222,723.32; the YTD Actual Expenditures are \$652,011.86; YTD Encumbrance is \$0.00, and the Balance is \$687,171.14. 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 \$120,531.76; the YTD Actual Expenditures are \$132,660.46; YTD Encumbrance is \$0.00, and the Balance is \$654,519.54. Spending on this grant is on target with our planned expenditures and projections. An additional \$224,268.00 has been added to the current grant amount. The grant application was approved.

The July & August credit card report was presented. **Stacey Roepke moved to accept the Financial Reports, supported by Alecia Varani. Motion carried unanimously.**

C. COMMUNITY RELATIONS REPORT: Jerry Crittenden reported on the enrollment report. We are above 97% enrollment. We have been involved in recruitment events such as National Night Out, area food shelves, public library and upcoming trunk or treat events. **Stacey Roepke moved to accept Community Relations report, supported by Alecia Varani. Motion carried unanimously.**

- D. **AEOA BOARD MEETING UPCOMING MEETING DATES August 16, 2023.** Gabe reported that AEOA continues to have IT issues. The agency is working on a plan to move forward. **Stacey Roepke moved to accept AEOA Board report, supported by Brandi Casto. Motion carried unanimously.**

- VII. **OLD BUSINESS:** Rob Hietala shared an update from the St. Louis County Fair board meeting. They are moving forward to set up booths for Head Start and they are looking at revising the hours for vendors that set up information booths.

VIII. **NEW BUSINESS**

A. **NEW HIRES:**

NAME	1 ST	2 ND	APPROVED
Katelyn Rindahl Proctor Teacher 2	Stacey Cordle	Ashley Varani	Approved
Jonelle Olson Proctor Teacher Assistant	Stacey Cordle	Ashley Varani	Approved
Cynthia Lilly Proctor Classroom Assistant	Stacey Cordle	Ashley Varani	Approved
Jeanne Born Proctor Classroom Assistant	Stacey Cordle	Ashley Varani	Approved
Eline Silva Hibbing Classroom Assistant	Stacey Cordle	Ashley Varani	Approved
Michelle Jensen Hibbing Classroom Assistant	Stacey Cordle	Ashley Varani	Approved
Jamie Boes Ely Classroom Assistant	Stacey Cordle	Ashley Varani	Approved

- B. **POLICIES AND PROCEDURES:** The full policy can be found at www.aeo.org under Head Start/Early Head Start

NAME	1 ST	2 ND	APPROVED
Emergency Site Closings	Stacey Cordle	Ashley Varani	Approved

- C. **CACFP APPLICATION:** The 2023-2024 CACFP application has been completed and submitted. **Stacey Roepke moved to accept 2023-2024 CACFP application, supported by Ashely Varani. Motion carried unanimously.**

D. POLICY COUNCIL MEETING SCHEDULE (New Policy Council Orientation NEXT MTG WEDNESDAY, November 8, 2023)

- IX. PARENT & COMMUNITY REPRESENTATIVE REPORTS:** Cody Barth reported that her classroom is doing well, and she likes having CACFP back in the classroom. Stacey Roepke reported that Hibbing 2 was having a Be Kind and Halloween celebration. Alecia Varani reported that Mr. Ed's Farm was fun. Alecia encourages parents to participate in future socializations.
- X. MISCELLANEOUS DISCUSSION:** Cody Barth has 2 potty chairs available if anyone needs one.
- XI. ADJOURNMENT: Stacey Roepke moved to adjourn the meeting, supported by Ashley Varani. Motion carried unanimously.** The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Gabe Johnson , Director Arrowhead Head Start