



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

October 12, 2022

PRESENT:

| | |
|-----------------------|-----------------------------------------|
| Bailey Peglow | Eveleth-Gilbert/Chairperson |
| Cassie Adams | Mt. Iron Buhl |
| Cherie Averill Manner | Community Friend |
| Cody Barth | EHS East Range and Quad II |
| DaNeil Sirjord | Community Representative |
| Jessica Meyer | Ely |
| Stacey Roepke | CHIC EHS & Northern Tier |
| Tara MacLaughlin | EHS Lake, Hermantown |
| Barb Fedora | Head Start Program Manager |
| Charisse Salo | Head Start Program Manager |
| Christine DeGroot | Head Start Assistant Director |
| Jerry Crittenden | Head Start ERSEA/Family Service Manager |
| Kelly Garrity | EHS Program Manager |
| Skip Ferris | Head Start Director |
| Tracy Sandnas | Head Start Finance Supervisor |

SITES NOT REPRESENTED OR EXCUSED:

- AEOA Board Representative-Excused
- PC Representative to the AEOA B.O.D-Absent
- EHS Lake, Hermantown, Proctor-Absent
- EHS West Range EHS-Open
- Hermantown-Absent
- Hibbing IV -Absent
- Hibbing EHS Hibbing & Chisholm-Open
- PSHB & EHS Quad 1-Absent
- Virginia I-Absent
- Virginia II-Absent
- Virginia III-Open

The Policy Council meeting was held on October 12, 2022, at AEOA in the conference room in the basement and virtually via Zoom.

- CALL TO ORDER:** Bailey Peglow, Chairperson, called the Arrowhead Head Start Policy Council Meeting to order at 9:40 a.m. on Wednesday, October 12, 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.* **DaNeil Sirjord moved to conduct an official meeting, supported by Bailey Peglow. Motion carried unanimously.**

III. **CORRECTION/APPROVAL OF August 10, 2022, POLICY COUNCIL MINUTES: DaNeil Sirjord moved to accept the August 10, 2022 minutes, supported by Cassie Adams. Motion carried unanimously.**

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

V. **CORRESPONDENCE:** None.

VI. **REPORTS:**

A. **DIRECTOR'S REPORT:** Skip reported that on the Federal side the House is looking at a 5-5.5% COLA and the Senate is looking at a 9% COLA. Quality Improvement dollars could also add to wage and fringe to align better with the school districts for staff retention.

On the state side, the Governor, Secretary of State, the House, and Senate are all up to voters in the November 8, 2022, election. MN still has a 9-billion-dollar surplus. MHSA has a legislative agenda. Priorities include Early Childhood Facilities due to a continuing shortage across the state. The Early Childhood workforce, Tribal increases, Pathway Scholarships, and improving dental access in MN are additionally included in the agenda.

The Region V Conference was held in Chicago last week. This was the 1st conference in the last 3 years due to Covid. We sent 8 management team members.

The Head Start annual report was emailed out to members. Members are encouraged to go through the whole report.

Our sites are up and running. Ely started a bit later due to construction at the Ely School. Skip is concerned about our Mt. Iron Buhl site next year. The school is expanding their Early Childhood Program and they are looking at taking back

Head Start's room. Skip will meet with the Superintendent to further discuss the classroom. **Cassie Adams moved to accept the Director's Report, supported by Stacey Roepke. 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 \$370,431.65; the YTD Actual Expenditures are \$889,131.1; YTD Encumbrance is \$200,849.25, and the Balance is \$1,552,584.62. 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 \$1,201,957.00 for the period from April 1, 2022, through March 31, 2023. The Current Period Actual Expenditures are \$200,447.08; the YTD Actual Expenditures are \$554,700.77; YTD Encumbrance is \$0.00, and the Balance is \$847,764.36. 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 \$82,489.31; the YTD Actual Expenditures are \$100,202.34; YTD Encumbrance is \$995.00, and the Balance is \$646,261.23. Spending of this grant is on target with our planned expenditures and projections.

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

- C. COMMUNITY RELATIONS REPORT:** Jerry reported that we are doing well with enrollments. EHS is at 90% and it is down 1 Home Base Educator. Head Start is at 93%. We are struggling in Two Harbors and Ely, but we are slowly getting kiddos into our program. Our Family Support Specialists are participating in a lot of community activities to recruit more kiddos into our program. We are expected to be at full enrollment this year. **Stacey Roepke moved to accept Community Relations report, supported by Cody Barth. Motion carried unanimously.**

- D. AOEA BOARD MEETING August 17, 2022, and Executive Committee Meeting September 21, 2022:** Skip reported that 2 new members were added to the AOE Board of Directors (B.O.D). Financial Statements were presented. The agency will be working on a new Strategic plan and updating the Risk Reduction plan. Jeff Kletcher did training with the B.O.D. Head Start submitted its monthly report. Weatherization had a resolution to purchase a new truck. AFSCME Union matched

the agency 6.95% COLA. It was decided that B.O.D members with chronic non-attendance will be removed from the B.O.D. The AEOA mask mandate is being re-evaluated. The mask mandate for Head Start kiddos ended on September 23, 2022. The resolution to hire a Mental Health Consultant for Head Start was passed. **Stacey Roepke moved to accept the AEOA Board of Directors and Executive Committee meeting reports supported by Cody Barth. Motion carried unanimously.**

VII. OLD BUSINESS:

- A. **FEDERAL FOCUS AREA 2 CORRECTIVE ACTION PLAN:** Chris DeGroot 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. Debra Fisher has agreed to be our Mental Health Consultant. The plan was shared in detail with members. **Cassie Adams moved to accept the Focus Area 2 Corrective Action Plan supported by Stacey Roepke. Motion carried unanimously.**
- B. **CACFP APPLICATION:** Tracy Sandnas reported that the 2022-2023 application has been submitted. **Cassie Adams moved to accept 2022-2023 CACFP application supported by Stacey Roepke. Motion carried unanimously.**
- C. **POLICY COUNCIL ORIENTATION:** The orientation will be held on November 9, 2022, at AEOA in the basement conference room and virtually. A discussion was held to elect our SPA at the November orientation. Waiting to elect that position at our December meeting only allows the SPA one week's notice for the first MHSA meeting. **Stacey Roepke moved to elect the SPA representative at the November Orientation meeting supported by DaNeil Sirjord. Motion carried unanimously.**
- D. **SCHOOL READINESS:** None.
- E. **PARENT FAMILY COMMUNITY ENGAGEMENT:FAMILY OUTCOMES REPORT:** None.

VIII. NEW BUSINESS

A. NEW HIRES:

| NAME | 1ST | 2ND | APPROVED |
|--------------------------------------------------|-----------------------|-----------------------|-----------------|
| Geena Meger Virginia 2 PT Classroom Assistant | Stacey Roepke | Cody Barth | Approved |
| Julie Przybylski Program Specialist | Cody Barth | Stacey Roepke | Approved |
| Heather Marsyla MIB FT Classroom Assistant | Stacey Roepke | Tara MacLaughlin | Approved |
| Kim Scherf MIB Teacher Assistant | Cody Barth | Stacey Roepke | Approved |
| Mae Balter Chisholm Teacher Assistant | Cody Barth | Stacey Roepke | Approved |
| Morgan Loe Chisholm PT Classroom Assistant | Cody Barth | Stacey Roepke | Approved |
| Virginia Henry Hibbing 4 Classroom Assistant | Cody Barth | Stacey Roepke | Approved |
| Ashley Dietz Hibbing 3 Classroom Assistant | Cody Barth | Stacey Roepke | Approved |

B. POLICIES AND PROCEDURES: To read full policy go to www.aeoa.org

| Policy | 1ST | 2ND | APPROVED |
|----------------------------------------------------------------|-----------------------|-----------------------|-----------------|
| Mental Health Consultation for Children, Families and Staff | Cody Barth | Tara MacLaughlin | Approved |

C. MT. IRON-BUHL CLASSROOM 2023-2024: See the Director’s report above.

D. PROGRAM INFORMATION REPORT (PIR): The report was submitted at the end of August. Skip will share the report at the November Orientation meeting.

E. POLICY COUNCIL ORIENTATION (NEXT MTG WEDNESDAY, NOVEMBER 9, 2022): The theme is Fall.

F. POLICY COUNCIL RECOGNITION: Today is a thank you to the Policy Council members for being their service on the Policy Council this past year. Certificates will be mailed to virtual and members that couldn’t attend.

IX. PARENT & COMMUNITY REPRESENTATIVE REPORTS: None.

X. MISCELLANEOUS DISCUSSION: Skip announced that he will be retiring in January.

XI. **ADJOURNMENT: Cody Barth moved to adjourn the meeting, supported by Cassie Adams. Motion carried unanimously.** The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

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