

**Anoka County Community Action Program, Inc.
1201 89th Avenue N.E., Suite 345, Blaine, Minnesota 55434**

**Governing Board Meeting
February 10, 2022**

Governing Board Members Present

Jon Erickson, Chair
Jill Brown
Jill Hillebregt
Tamara Matteson
Jennifer Moreau
Jerry Pederson
Nicole Swanson

Staff Present

Patrick McFarland
Jackie Cross
Jessica Milos
Kristina Sahr

Guests

Nancy Fuchs

Call to Order and Introductions

- Mr. Erickson called the meeting to order at 4:41 pm over the Go To Meeting virtual platform. Introductions were made.

Approval of Minutes

- Ms. Moreau moved to approve the minutes of the Governing Board Meeting, November 2, 2021, December 3, 2021, December 14, 2021, and December 15, 2021. Ms. Hillebregt seconded; it was voted on and passed unanimously.
- Ms. Moreau moved to approve the minutes of the Policy Council Meetings, January 18, 2022. Ms. Swanson seconded; it was voted on and passed unanimously.

Financial Report

- Ms. Moreau moved to approve the Financial Report for December 2021. Dr. Mattison seconded; it was voted on and passed unanimously.

Executive Director Report

- 2022 Legislative Efforts

New Business

- Mr. Pederson moved to approve the Authorization of the Executive Director to sign all routine documents as outlined in the By-Laws. Ms. Moreau seconded; it was voted on and passed unanimously.
- Ms. Milos gave an overview of the 2022 Agency Risk Assessment, Strategic Plan Updates and Client Feedback. Mr. Erickson suggested we work with an outside contractor to assist in completing the 2023-2028 Strategic Plan.
- Ms. Hillebregt moved to approve the Head Start Mandatory COVID-19 Vaccination Policy – Per Interim Final Rule 86 FR 68052. Mr. Pederson seconded; it was voted on, Ms. Moreau abstained, motion passed.
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Update on Head Start Matters

Ms. Cross reported on the following:

- Ms. Cross shared an overview of the Credit Card Statement for December and the Head Start updates for January and February.
- Ms. Moreau moved to approve the Monthly Report to Governing Board and Policy Council for December. Ms. Brown seconded; it was voted on and passed unanimously.
- Ms. Hillebregt moved to approve the Impasse Policy. Ms. Swanson seconded; it was voted on and passed unanimously.

- Mr. Pederson moved to approve the Head Start Duration Change Application Ms. Moreau seconded; it was voted on and passed unanimously.
- Ms. Hillebregt moved to approve the ACCFC Fatherhood Grant for 2022 and the Final Report for 2021. Ms. Moreau seconded; it was voted on and passed unanimously.
- Ms. Cross provided shared the Program Governance Training on the following subjects:
 - Child Abuse and Neglect – Mandated Reporters
 - USDA Child and Adult Care Food Program annual training including Civil Rights
 - Enrollment and Eligibility Final Rule federally required training
 - Head Start Self- Assessment

Adjournment

Mr. Erickson moved to adjourn at 5:51 pm.

Respectfully Submitted
Nicole Swanson

NS/jm