

**Anoka County Community Action Program, Inc.
1201 89th Avenue N.E., Suite 3500, Blaine, Minnesota 55434**

**Joint Governing Board & Head Start Policy Council Meeting (Hybrid)
February 10, 2026**

Governing Board

Jon Erickson, Chair
Jill Brown
George Borrell
Dee Guthman
Jill Hillebregt
Karen Kurth
Michou Tchoffo

Staff Present

Patrick McFarland
Jackie Cross
Jessica Milos
Jen Harstad
Jennifer Ellison
Allisa Colbath
Kristina Schweisthal
Megan Nelson
Amanda Schacht

Staff Present

Evelyn Grant
Joyce Kulla
Lori Schmidt
Kristi Edmonds
Katie Bowden
Sydney Lindenfelser
Pa Chai Gruba
Arlyn Dahl
Jen Honsa
Becky Launer

Head Start Policy Council

Stephani Jallah
Toni Cooper
Pavel Vasilev
Emelia Wureh
MaiXee Her
Pascal Tembera
Noel Kisiali
Marisa Hutterer
Sorelle Njatang

Call to Order and Introductions

- Mr. Erickson called the meeting to order at 5:34 pm. A quorum was established with 7 of 13 members present.

Approval of Minutes

- Ms. Brown moved *to approve the minutes of the Governing Board Meeting, December 4, 2025*. Ms. Kurth seconded; it was voted on and passed unanimously.
- Ms. Guthman moved *to approve the minutes of the Head Start Policy Council, January 20, 2026*. Ms. Brown seconded; it was voted on and passed unanimously.

Financial Report

- Ms. Kurth moved *to approve the Financial Report for December 2025*. Ms. Guthman seconded; it was voted on and passed unanimously.

Executive Director Report

- 2026 Legislative Efforts from MinnCAP and NCAF.
- Program Director's monthly meeting minutes included in the packet for your review on program updates.
- Providing assistance to our immigrant and refugee community
- Agency Risk Assessment
- Day on the Hill March 2, 2026

New Business

- Ms. Hillebregt moved *to approve the 2026 Agency Budget*. Mr. Kurth seconded; it was voted on and passed unanimously.

Consideration of Resolution 26-01

Ms. Brwon introduced the following resolution and moved ITS ADOPTION;

Relating to participation in the 2026 Minnesota Community Action Partnership Legislative information efforts. WHEREAS, the Board of Directors of Anoka County Community Action Program, Inc. has maintained, over many years, a strong interest in the Legislative process of the State of Minnesota and the United States Government, and, WHEREAS, the Board, in its role of advocate for the poor, wishes to ensure that the Legislature and Governor and the Congress and the President are appropriately informed as to the needs and problems of the low-income

community so that our government policy setters can make informed decisions addressing those needs effectively, and, WHEREAS, the Agency's 2026 State Legislative Priorities and Strategies is incorporated into this Resolution as Exhibit "A", and, WHEREAS, it is lawful for the Board to take legislative positions; to engage in legislative information efforts and provide non-governmental funding for this purpose.

NOW THEREFORE BE IT RESOLVED, that the Board appropriate eight thousand four hundred ninety-nine dollars (\$8,499) in 2026 from non-governmental sources to implement its legislative program as follows: three thousand four hundred and ninety nine dollars (\$3,499.00) to the Minnesota Community Action Partnership (MinnCAP) for the State effort, and five thousand dollars (\$5,000) to the National Community Action Foundation (NCAF) for the National effort.

BE IT FURTHER RESOLVED that the Board receives periodic reports stating the rate of success of the implementation of the Legislative Program.

BE IT FINALLY RESOLVED that a copy of this Resolution is forwarded to the Executive Director of the Minnesota Community Action Association and David Bradley, Chief Executive Officer of NCAF.

Mr. Borrell seconded; it was voted on and passed unanimously.

Consideration of Resolutions 26-02

Ms. Brown introduced the following resolution and moved ITS ADOPTION:

Authorizing 2026 HOME and CDBG Funding application.

Whereas, the Anoka County Board of Commissioners requires the Governing Body's approval for entities applying for the HUD HOME and HUD Community Development Block Grant Funding requires: and

Whereas, The Governing Board o Directors of Anoka County Community Action Program, Inc (ACCAP) is the Governing Boady of ACCAP; and

Whereas, it is legal and lawful for CCAP to apply for these funds.

Now therefore be it resolved, that the Governing Board of ACCAP authorizes its staff to submit applications for HOME and CSBG for the following programs:

1. Affordable Housing Program

Be it further resolved, that copies of this resolution be forwarded to the appropriate staff at Anoka County.

Mr. Borrell seconded; it was voted on and passed unanimously.

Consideration of Resolutions 26-03

Ms. Brown introduced the following resolution and moved ITS ADOPTION:

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Anoka County Community Action Program

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 7002-84

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Jacqueline Cross

Title: Head Start Director

Mr. Borrell seconded; it was voted on and passed unanimously.

Consideration of Resolutions 26-04

Ms. Brown introduced the following resolution and moved ITS ADOPTION;

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management
Organization Name: Anoka County CAP Head Start

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 7002-84-001

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Jacqueline Cross

Title: Head Start Director

Mr. Borrell seconded; it was voted on and passed unanimously.

Consideration of Resolutions 26-05

Ms. Brown introduced the following resolution and moved ITS ADOPTION;

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the

superintendent or director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).
Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Anoka County Community Action Program ELSA _____

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 7002-84-020

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Jacqueline Cross

Title: Head Start Director

Mr. Borrell seconded; it was voted on and passed unanimously.

Update on Head Start Matters

Ms. Cross reported on the following:

- Head Start Updates for January and February, the January 2026 credit card statement, Anoka County Children and Families Council Evaluations 2025-2026, and the Monthly Report to Governing Board and Policy Council.
- Ms. Cross and staff provided a Shared Governance Training and highlighted a PowerPoint training presentation to members on the following subjects:
 - Internal Dispute Resolution (Impasse) Policy
 - Shared Governance
 - Child Abuse and Neglect – Mandated Reporters
 - USDA Child and Adult Care Food Program annual training including Civil Rights
 - Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Procedures
 - HS/EHS Program Options
- Ms. Guthman moved to approve the Internal Dispute Resolution (Impasse) Policy, the Anoka County Children and Families Council Grant Application, the 2026 Child and Adult Food Care Program Budget, and the 2025-2026 ERSEA Procedures and Selection Criteria. Mr. Borrell seconded; it was voted on and passed unanimously.
- Ms. Wureh moved to approve the Head Start January 2026 Personnel Report and The Policy Council Representative Approvals. Ms. Olson seconded; it was voted on and passed unanimously. Ms. Kisiali.

Adjournment

Mr. Erickson moved to adjourn at 6:30 pm.

Respectfully Submitted
Jill Brown
Secretary Pro Tem

JB/jm