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**Head Start/Early Head Start Policy Council  
Forwards Quality Inn – West Branch  
April 22<sup>nd</sup>, 2016**

Jennifer Lopez called the meeting to order at 10:08 am.

**Members Present:**

Connie Cory, Misty Doherty, Neal Doherty, Stephanie Fiser, Brian Fuller, Michael Herriage, Melissa Holt, Elaine Johnson, Roxanne Kandal, Jessica Lauf, Brenda Lilley, Jennifer Lopez, Danielle Martz, Linda Miles, John Smock, Kimberly Wellman, Kristen Wood

**Staff Present:**

Tricia Grifka, Pam Badour

**Members Excused:**

Cassie Bouchard, Natalie Clarke, Aubrey Haskill, Meagan Holmes, Dalene Meddaugh, Mellisa Stacy

**Staff Excused:**

Vicki Bohr

**Members Absent:**

Christina Broderick, Ashley Butler, Della Cronin-Mead, Samantha Fouts, Janet Holmes, Kathleen Kosnick, Chanda Winchell

**Drop Non-Participating Member/s from Roster**

John Smock made a motion to approve removing Policy Council members Ashley Butler, Della Cronin-Mead and Kathleen Kosnick from the roster for non-participation (Council will reinstate any dropped member who may wish to continue). Michael Herriage seconded. All Ayes. Motion carried.

**Quorum Present**

John Smock made a motion to approve March meeting minutes. Michael Herriage seconded. All Ayes. Motion carried.

**NEMCSA Board Report**

No report available.

**Delegate Policy Council – Roxanne Kandal**

Minutes from March's Meeting were distributed and reviewed by members. Melissa Holt made a motion to receive and file Mid Michigan's meeting minutes. Kimberly Wellman seconded. All Ayes. Motion carried.

**Workgroup Updates**

Tricia Grifka asked the group if anyone would be interested in being a member of the Head Start/Early Head Start Data Team. John Smock volunteered. Tricia will ask Cassie Bouchard, EHS if she would also be interested. Alternates: Brian Fuller, Jennifer Lopez, Melissa Holt, Brenda Lilley and Connie Corey.

## **Information and Discussion Items**

### **Request for Contact Day Waiver**

Tricia informed members that Linda will be requesting a waiver to amend the minimum contact days for 4 of our 108 Head Start program sites (AuGres, Carol 1, Caro 2 and Mayville). A summary of the request was discussed with members. She explained that AuGres and Mayville both started late and the licensing process was not completed in time to begin classroom operations on the same schedule as the rest of the program. The two Caro sites are located in a church that had a fire and both classrooms received smoke damage. The two classrooms were closed for cleaning and also had to undergo a number of environmental tests prior to resuming operation. The site was closed for 10 contact days. There was no other licensable space available to hold classes. However, staff did conduct home visits during the closure to help children and parents keep up with learning objectives. Eighty-four (84) children are impacted by this request. Tricia asked members for their approval to submit the waiver. Approval appears below under Action Items.

### **Administrative Report – Tricia Grifka**

#### **NEMCSA Board and Policy Council Report**

Tricia reviewed The Monthly Progress Report with members. She stated that there are still some issues with obtaining accurate medical numbers and that staff are continuing to work on correcting this. Lead testing continues to be our biggest challenge. If children did not have a blood lead test at both 12 and 24 months, they need another done between 36 and 72 months. She stated that on this month's report, percentages for both Head Start and Early Head Start are noted with and without the lead testing.

Michael Herriage asked a question regarding the USDA reimbursement. Tricia stated that Linda will review the USDA reimbursement at next month's meeting.

#### **Head Start and Early Head Start Budget/In-kind Reports**

Tricia reviewed the Head Start/Early Head Start statement of financial condition as of March 31, 2016 with members.

There were no In-kind Reports.

#### **Credit Card Expenditure Review – Budget Committee**

Members of the Budget Committee reviewed and approved credit card expenditures in the amount of \$71,029.84 for Fifth Third Bank. There was one question. Answer was obtained. Approval appears below under Action Items.

## **Action Items**

### **Approval of Request for Contact Day Waiver**

Michael Herriage made a motion to approve the Request for Contact Day Waiver. Linda Miles seconded. All Ayes. Motion carried.

### **Approval of Credit Card Expenditures**

Misty Doherty made a motion to approve credit card expenditures in the amount of \$71,029.84 for the previous month. Brian Fuller seconded. All Ayes. Motion carried.

### **Approval of New Hires/Terminations**

Jennifer Lopez asked if any members were asked to participate in interviews. Jennifer stated that she was asked and did participate in interviews. Melissa Holt made a motion to approve New Hires/Terminations. Kimberly Wellman seconded. All Ayes. Motion carried.

**New Business/Sharing/Bluesheets**

Misty Doherty asked if it was possible for Imlay City to become a Full Day program. Pam/Tricia will relay the question to Linda. This was discussed with Linda and her response was that this was brought up during the Spring Planning meetings and is being considered in the enrollment plan for next year.

**Nutrition Workshop – Michele Lawford, RDN, BS Michigan Nutrition Consultant**

Due to Memorial weekend, the next meeting will be Friday, May 20<sup>th</sup> at the Quality Inn Forward Conference Center, 2980 Cook Road in West Branch. The meeting will begin at 10:00 am and end at approximately 2:00 pm. You may contact Pam Badour at 989/893-5564 Ext. 401 with questions. Quality Inn's telephone number is 1-989/345-3503.

Stephanie Fiser made a motion to adjourn. Misty Doherty seconded. All Ayes. Motion carried.

Meeting adjourned at 1:30 pm.

Policy Council Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_