

**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
September 25th, 2015**

Due to Chairperson's delayed arrival, Melissa Holt, Vice Chairperson called the meeting to order at 10:14 am.

Members Present:

Natalie Clarke, Brian Fuller, Meagan Holmes, Melissa Holt, Jennifer Lopez, Danielle Martz, Chanda Winchell

Staff Present:

Lisa Bolen, Tricia Grifka, Vicki Bohr, Pam Badour

Members Excused:

Connie Corey, Aubrey Haskill, Michael Herriage, Elaine Johnson, Jessica Lauf, Dalene Meddaugh, John Smock, Kimberly Wellman

Members Absent:

Christina Broderick, Stephanie Fiser, Brenda Lilley, Linda Miles, Mellisa Stacy, Kristen Wood

Drop Non-Participating Member/s from Roster

Jennifer Lopez made a motion to approve removing Policy Council members Christina Broderick, Stephanie Fiser, Aubrey Haskill, Elaine Johnson, Brenda Lilley, Linda Miles, Mellisa Stacy, Kristen Wood from the roster for non-participation (Council will reinstate any dropped member who may wish to continue). Danielle Martz seconded. All Ayes. Motion carried.

Quorum Present

Brian Fuller made a motion to approve meeting minutes from the May 20th meeting by full Policy Council. Natalie Clarke seconded. All Ayes. Motion carried.

Brian Fuller made a motion to approve August meeting minutes. Danielle Martz seconded. All Ayes. Motion carried.

NEMCSA Board Report

The NEMCSA Board Meeting was held on September 9th in Mackinaw City. Lisa Bolen said that it was a standard meeting. She distributed the NEMCSA Annual Report to members and stated that the new NEMCSA website should be up and running soon. The next Board meeting will be held on Friday, October 7th in Sterling.

Delegate Policy Council

Natalie Clarke made a motion to receive and file Mid Michigan's meeting minutes for the months of May, June and July by full Policy Council. Danielle Martz seconded. All Ayes. Motion carried.

Chanda Winchell made a motion to receive and file Mid Michigan's August meeting minutes. Natalie Clarke seconded. All Ayes. Motion carried.

Workgroup Updates

There were no workgroup updates.

Information and Discussion Items

Arts Grant Approval Request by Full Policy Council

As stated in last month's minutes an Arts Grant in the amount of \$1,500 has been applied for to the Michigan Council for Arts & Cultural Affairs to hold a Literacy Night. NEMCSA Head Start in collaboration with other local programs, such as Early Head Start, Parent Coalition and Great Start Collaborative would sponsor Paula Doak, The Merry Music Maker to perform a concert for children in Arenac County. Approval of the Arts Grant Request by full Policy Council appears below under Action Items.

Head Start/Early Head Start 5 Year Continuation Grant Application

Tricia informed members that the Head Start and Early Head Start 5 year grant award for FY 2015 - FY 2020 requires submission of an annual update and budget plan. An overview of the grant was distributed and explained to members. Goals and objectives for the remaining three years were outlined. Tricia stated that the application is due on November 1st and will cover the budget period of February 1, 2017 through January 31, 2018. Tricia asked members for their approval to submit the grant. Approval of the Head Start/Early Head Start 5 Year Continuation Grant Application appears below under Action Items.

Resubmission of Supplemental Funding Duration Application

In June, NEMCSA applied for funding to increase the total annual hours of classroom instruction to a minimum of 1,020 hours of service for 40% of children in center based programs. That application was approved by Policy Council at its May meeting and the Board of Directors at its June meeting.

The Office of Head Start (OHS) is now requiring grantees to reduce their application by 33%, since requests for funding exceeded the amount available by well over \$100 million. There is approximately \$294 million available for this supplemental funding. The purpose is to provide access to full school year and full school day programming in all Head Start communities by supporting grantees in extending the program day and/or year for more children.

Head Start proposes increasing duration for up to 216 children currently enrolled in half day programming with a current schedule of approximately 448 hours per year. This would be accomplished by converting six (6) half day classrooms serving 34 children (double session) to twelve full school day classes serving 18 children each. This approach would impact far fewer children than originally proposed. However, duration would more than double for these children, providing significantly more opportunity for improved outcomes. The full day model is also highly sought after by the majority of potential Head Start families. It is believed that utilizing this funding opportunity to create twelve additional full day classrooms will have the greatest impact on the children attending these classrooms and the communities that house them. The cost of this proposal is approximately \$214,500 per new classroom including start-up costs, and approximately \$10,500 per existing classroom. Additional support staff would also be added to support the 6 new classrooms. The total funding request is in the amount of \$1,374,500.

Tricia asked members for their approval to resubmit the Supplemental Funding Duration Application. Approval appears below under Action Items.

Administrative Report

Program Updates/Enrollment Updates

Tricia informed members the Oscoda GSRP site will be opening late due to having difficulties finding qualified staff. She also stated that the decision was made to close the AuGres site due to difficulties in filling the program. These slots were shifted to Morley Stanwood where we are opening a second site.

PIR – Program Information Report

PIR reports for Head Start, Early Head Start and Mid Michigan were distributed and discussed with members. The reports reflected percentages that compared 2015-2016 numbers to 2014-2015. The indicator that needs to be targeted for improvement this year is the dental follow-up.

Transportation Waiver Request Update

Tricia stated that we have not yet received approval for our transportation waiver request but the Regional Office has given approval to start transportation services for the 2016-2017 program year.

Credit Card Expenditures (May, June and July) by full Policy Council

Credit card expenditures for Fifth Third Bank for April/May in the amount of \$37,576.33, May/June in the amount of \$44,100.89 and June/July in the amount of \$18,517.81 were approved by full Policy Council. Approval of expenditures appear below under Action Items.

Credit Card Expenditures

Members of the Budget Committee reviewed and approved credit card expenditures from July/August in the amount of \$11,274.12 and August/September in the amount of \$19,275.71 for Fifth Third Bank. Approval appears below under Action Items.

Action Items

Approval of Arts Grant by Full Policy Council

Natalie Clarke made a motion to approve the Arts Grant Approval Request by full Policy Council. Melissa Holt seconded. All Ayes. Motion carried.

Head Start/Early Head Start 5 Year Continuation Grant Application

Natalie Clarke made a motion to approve submission of the Head Start/Early Head Start 5 Year Continuation Grant. Jennifer Lopez seconded. All Ayes. Motion carried.

Approval of Resubmission of Supplemental Funding Duration Application

Melissa Holt made a motion to approve resubmission of the Supplemental Funding Duration Application. Jennifer Lopez seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures (May, June and July) by full Policy Council

Natalie Clark made a motion to approve credit card expenditures for Fifth Third Bank by full Policy Council for April/May in the amount of \$37,576.33, May/June in the amount of \$44,100.89 and June/July in the amount of \$18,517.81 for Fifth Third Bank. Dalene Meddaugh seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Melissa Holt made a motion to approve credit card expenditures from July/August in the amount of \$11,274.12 and August/September in the amount of \$19,275.71 for Fifth Third Bank. Brian Fuller seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations (4-23-16 thru 6-4-16) by Full Council

Brian Fuller made a motion to approve New Hires/Terminations for the period of 4-23-16 thru 6-4-16 by full Policy Council. Natalie Clarke seconded. All Ayes. Motion carried.

Approval of New Hire/Terminations (6-4-216 thru 7-30-16) by Full Policy Council

Natalie Clarke made a motion to approve New Hire/Terminations for the period of 6-4-16 thru 7-30-16 by full Policy Council. Danielle Martz seconded. All Ayes. Motion carried.

Approval of New Hire/Terminations (7-30-16 thru 8-26-16)

Melissa Holt asked if any members were asked and participated in interviews. Natalie Clarke, Danielle Martz and John Smock (per phone conversation) were all asked and participated in interviews. Danielle Martz made a motion to approve New Hire/Terminations for the period of 7-30-16 thru 8-26-16. Jennifer Lopez seconded. All Ayes. Motion carried.

Next meeting will be Friday, October 28th, 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 badourp@nemcsa.org or by calling 989/893-5564 Ext. 401 with questions. **Quality Inn's telephone number is 1-989/345-3503.**

Natalie Clarke made a motion to adjourn. Jennifer Lopez seconded. All Ayes. Motion carried.

Meeting adjourned at 11:26.

Approved by: _____ **Title:** _____ **Date:** _____