

**Head Start/Early Head Start Policy Council  
Forwards Quality Inn – West Branch  
May 20<sup>th</sup>, 2016**

Jennifer Lopez called the meeting to order at 10:11 am.

**Members Present:**

Cassie Bouchard, Christina Broderick, Connie Cory, Stephanie Fiser, Brian Fuller, Melissa Holt, Roxanne Kandall, Brenda Lilley, Jennifer Lopez, Dalene Meddaugh, Linda Miles, Chanda Winchell, Kristen Wood

**Staff Present:**

Lisa Bolen, Linda McGillis, Pam Badour

**Members Excused:**

Natalie Clarke, Misty Doherty, Neal Doherty, Samantha Fouts, Aubrey Haskill, Michael Herriage, Meagan Holmes, Elaine Johnson, Jessica Lauf, Danielle Martz, John Smock, Kimberly Wellman

**Members Absent:**

Janet Holmes, Mellisa Stacy

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

Dalene Meddaugh made a motion to approve removing Policy Council members Janet Holmes and Melissa Stacy from the roster for non-participation (Council will reinstate any dropped member who may wish to continue). Brian Fuller seconded. All Ayes. Motion carried.

**Quorum Present**

**Approval of Minutes**

Chanda Winchell made a motion to approve April's meeting minutes. Dalene Meddaugh seconded. All Ayes. Motion carried

**NEMCSA Board Report**

The Board Meeting was held on May 6<sup>th</sup>, in Rogers City. Jennifer Lopez stated that Carol Shaffo presented a PowerPoint presentation highlighting the ROMA results from fiscal year 2015. Head Start contact day waiver was approved.

The next Board meeting will be held June 3<sup>rd</sup> in Glennie.

**Delegate Policy Council – Vicki Bohr**

Minutes from April's meeting were distributed and reviewed. Dalene Meddaugh made a motion to receive and file Mid Michigan's minutes. Melissa Holt seconded. All Ayes. Motion carried.

**Workgroup Updates**

There were no workgroup updates.

## **Information and Discussion Items**

### **Administrative Report – Linda McGillis**

#### **Replacement of Policy Council Secretary**

Jennifer Lopez asked if anyone was interested in filling the position of Policy Council Secretary. Cassie Bouchard was interested. Jennifer Lopez appointed Cassie Bouchard as the new Policy Council Secretary.

#### **Transportation Waiver Request**

Information on the Transportation Waiver Request was distributed and discussed. The request needs to be approved and submitted on a yearly basis. The numbers for the upcoming year are slightly higher than last year due to originally planning on using NEMCSA busses but will use school busses instead. Approval of the Transportation Waiver Request appears below under Action Items.

#### **Cost of Living Adjustment (COLA) Application**

Linda stated that President Obama proposed a significant increase of \$434 million for Head Start and Early Head Start. The funding increase will allow for a 1.8% Cost of Living Adjustment (COLA) to all current staff beginning February 1<sup>st</sup>. Head Start will receive \$277,131. \$24,218 is awarded to the Delegate Agency (Mid-Michigan). Of the \$252,913 balance, \$158,948 will be utilized to provide a 1.8% COLA increase to all staff. The remaining funds of \$93,965 will be utilized to cover part of the cost to implement the new classification and pay structure for agency staff.

Early Head Start will receive \$54,648. \$36,862 will be utilized to provide a 1.8% COLA increase to all staff. The remaining funds of \$17,786 will be utilized to cover part of the cost to implement the new classification and pay structure for agency staff.

Linda asked members for their approval to submit the Cost of Living Adjustment (COLA) application. Approval appears below under Action Items.

#### **Supplemental Funding Duration Application**

Linda stated that The Office of Head Start (OHS) announced the availability of approximately \$294 million to be awarded for the purpose of increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start center-based programs. The purpose of this funding 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.

She explained that the funds can be used to support a large number of center-based programs with varying hours per day and days per year, as long as the program provides services for 1,020 hours of planned class operations over the course of a minimum of eight months per year. If funds are received, the services would begin September 2017. Linda explained two ways that services could be increased. A list of possible sites was presented, along with estimated costs. Discussion was held. Members support programming moving toward more full school day centers. Linda asked members for their approval to submit the Supplemental Funding Duration Application. Approval appears below under Action Items.

#### **Leasehold Improvements Costs over \$5,000 – Omer Parking Lot**

Linda stated that the parking lot at the Omer center is in great need of being repaired and/or replaced. She stated that bids were solicited but need to be revised to follow the federal guidelines and the application of Davis Bacon rules for renovations over \$2,000. Since the expenditure of funds for

leasehold improvements will exceed a threshold of \$5,000, both the Governing Body and Regional Office approval are required. Linda asked members for their approval for Leasehold Improvement Costs over \$5,000 to repair/replace the Omer parking lot. It is a safety hazard for staff, parents, and children. Approval appears below under Action Items.

### **NEMCSA Board/Policy Council Report**

The NEMCSA Board/Policy Council Report was distributed and reviewed with members. Linda stated that there are still some issues with obtaining the additional required lead testing necessary to complete EPSDT guidelines. Staff are continuing to work on meeting this requirement. She said that some programs are having nurses come in to the centers to do the blood draws. Staff have until the end of August to bring up the percentages but it is extremely hard to contact families once the program year has ended.

### **USDA Overview**

At last month's meeting, there were several questions regarding the USDA reimbursement on the monthly Board/Policy Council report. Linda explained to members that most of our food purchases are made from local school districts. She said that what we purchase is usually covered by USDA but generally there is a shortfall. This is mainly due to the fact that most centers have to submit their lunch count in the morning, projecting their number of meals for the afternoon. If children do not attend class that day or have not been excused, we cannot claim that meal for reimbursement. Linda said that money is included in our budget to cover the costs that USDA does not.

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

Revenue and Expenditures Reports for Head Start and Early Head Start were distributed and reviewed with members.

Head Start and Early Head Start In-kind reports and an In-kind Summary for Head Start were distributed to members. Linda stated that both Head Start and Early Head Start reached their In-kind targets for the fiscal year ending January 31!

### **Program Updates**

Linda stated that staff are in full swing with enrollment.

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

Members of the Budget Committee reviewed and approved credit card expenditures for the previous month in the amount of \$37,664.10 for Fifth Third Bank. There were a couple questions. Answers were obtained. Approval of expenditures appears below under Action Items.

### **Action Items**

#### **Approval of Transportation Waiver Request**

Dalene Meddaugh made a motion to approve submission of the Transportation Waiver Request. Brian Fuller seconded. All Ayes. Motion carried.

#### **Approval of Cost of Living Adjustment (COLA) Application**

Dalene Meddaugh made a motion to approve submission of the COLA application. Stephanie Fiser seconded. All Ayes. Motion carried.

#### **Approval of Supplemental Funding Duration Application**

Brenda Lilley made a motion to approve submission of the Supplemental Funding Duration application. Christina Broderick seconded. All Ayes. Motion carried.

### **Approval of Leasehold Improvements Costs over \$5,000**

Chanda Winchell made a motion to approve the Leasehold Improvement Costs over \$5,000 to repair/replace the Omer parking lot. Dalene Meddaugh seconded. All Ayes. Motion carried.

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

Dalene Meddaugh made a motion to approve credit card expenditures in the amount of \$37,664.10 for Fifth Third Bank. Cassie Bouchard seconded. All Ayes. Motion carried.

### **Approval of New Hire/Terminations**

Jennifer Lopez asked if any members were asked to participate in interviews. Cassie Bouchard stated that she was asked and did participate in interviews. Stephanie Fiser made a motion to approve New Hires. Dalene Meddaugh seconded. All Ayes. Motion carried. There were no terminations.

### **New Business/Sharing/Bluesheets**

Jennifer Lopez read two Bluesheets from the Lapeer regarding bussing for the full day program. Linda stated that transportation costs would be too high and that they do not have a difficult time filling that program.

Chanda Winchell, Omer, stated that their new FSC is doing an amazing job! She is present at the center a great deal of the time and always makes herself available to the parents. ☺

Roxanne Kandall, Omer, stated that her child, who is a former Head Start student, had very high scores on recent NWEA assessment. She is very thankful that her child was able to have the Head Start experience!

Cassie Bouchard, Arenac EHS, spoke about her experience with Early Head Start and how it helped her and her child. She stated that she shares her EHS experiences with friends as well as information regarding the program. She encourages any friend that may be pregnant to enroll in EHS as soon as possible so they will get the full benefit of the program just as she did!

Next meeting will be Friday, June 24<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 401 or [badourp@nemcsa.org](mailto:badourp@nemcsa.org) with questions.

**Quality Inn's telephone number is 1-989/345-3503.**

Roxanne Kandall made a motion to adjourn. Christina Broderick seconded. All Ayes. Motion carried.

Meeting adjourned at 1:02 pm.

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_