

**Head Start/Early Head Start Policy Council
Quality Inn, West Branch
January 22nd, 2016**

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

Drop Non-Participating Members from Roster

John Smock made a motion to approve removing Policy Council members Tabitha Hill, Jessica Pisha, Jenny Roumaya & Tara Squier from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Mellisa Stacy seconded. All Ayes. Motion carried.

Members Present:

Christina Broderick, Ashley Butler, Natalie Clark, Connie Corey, Della Cronin-Mead, Misty Doherty, Neal Doherty, Brian Fuller, Aubrey Haskill, Michael Herriage, Melissa Holt, Brenda Lilley, Jennifer Lopez, John Smock, Mellisa Stacy, Kimberly Wellman, Kristen Wood

Staff Present:

Lisa Bolen, NEMCSA CEO, Tricia Grifka, Early Head Start Assistant Director, Vicki Bohr, Linda McGillis, Pam Badour

Guests Present:

Pete Hennard, NEMCSA Board President

Members Excused:

Samatha Fouts, Meagan Holmes, Roxanne Kandal, Jessica Lauf, Danielle Martz, Linda Miles, Chanda Winchell

Members Absent:

Cassie Bouchard, Stephanie Fiser, Tabitha Hill, Elaine Johnson, Bree May, Dalene Meddaugh, Jessica Pisha, Jenny Roumaya, Melissa Saxton, Tara Squier

Introductions

Linda introduced Lisa Bolen, Tricia Grifka and Pete Hennard to the group.

Quorum Present

Mellisa Stacy made a motion to approve December minutes. John Smock seconded. All Ayes. Motion Carried.

Committee Reports

NEMCSA Board Report

The Board meeting was held Friday, January 8th in West Branch. The Executive Committee met with Linda McGillis following the December meeting and reviewed the proposed Head Start/Early Head Start budget revision for FY ending January 31, 2015. The full Board approved submission of the revision as presented.

Bob Cain, Client Services Program Director and Arnie Dellar, Weatherization Inspector, gave a presentation on the Weatherization Program. Bob provided some demographics and Arnie provided a slideshow of homes.

The next board meeting will be February 5th in Alpena. New member orientation will be held prior to the regular meeting.

Delegate Policy Council

Minutes from December's meeting were distributed. Mellisa Stacy made a motion to accept and file Mid Michigan's minutes. Christina Broderick seconded. All Ayes. Motion carried.

Workgroup Updates

Pam stated that the ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) workgroup held a "Go To" Meeting on Wednesday, January 20th. Members reviewed the Head Start/Early Head Start Application, Income

Worksheet and the Selection Criteria for Head Start and Early Head Start. The only changes from the previous year were tweaking the layout of the application and replacing the word COPA with ChildPlus on both criteria's. EHS changed their age grouping. Otherwise, everything remained the same.

School Readiness Workgroup Volunteer/s

Linda asked members if anyone would be interested in joining the School Readiness Workgroup. Brian Fuller and Christin Broderick both volunteered to be a part of the group.

Information and Discussion Items

Revised Policy Council Operating Procedures

Members received copies of the revised Operating Procedures that reflected the changes made during last month's meeting.

Head Start & Early Head Start Recruitment, Selection and Enrollment Policies/Procedures

Tricia Grifka reviewed the Head Start and Early Head Start Recruitment, Selection and Enrollment Policies/Procedures with members. She explained the process for establishing Selection Criteria for enrolling children in Head Start and Early Head Start and the point system that prioritizes the selection of families. Policy Council has membership on the ERSEA Committee (Dalene Meddaugh, Christina Broderick, Kimberly Wellman and Linda Miles) and are charged with reviewing the criteria each year. As noted above, the committee held a "Go To" Meeting on Wednesday, January 20th. The only changes from the previous year were replacing the word COPA with ChildPlus on both criteria's and EHS changed their age grouping. A Policy Council member asked if the Head Start selection criteria under Age/Transition (a.) should read: four years old by September 1st instead of four years old by November 1st. Tricia confirmed that the revision should be made. Approval for both Head Start (with revision of changing November to September) and Early Head Start items appear below under Action Items.

Administrative Report – Linda McGillis

Monthly Program Progress Report

The monthly report was distributed and reviewed with members. Linda stated that we are still having some issues with getting accurate data with the new data base. The dashboards have been suspended for the next couple of months until the problem is fixed. The issues with immunizations appear to have been corrected but the medical numbers are still not accurate. Staff are continuing to resolve these issues. Enrollment numbers are looking better and vacancies appear to go down every month. Early Head Start has remained fully enrolled.

Head Start/Early Head Start Budget/In-kind Reports

A Head Start/Early Head Start Budget Report for fiscal year February 1st, 2015 – January 31st, 2016 was distributed and reviewed with members. At this point it appears that we are approximately \$500,000 underspent but plans are in place to meet many of our program and technology needs. We have not yet received approval for the budget revision that was submitted to regional office on December 23rd. Linda is expecting to hear something soon.

A September In-kind report for Head Start as well as a Head Start In-kind Summary were distributed and discussed with members. It appears that we are slightly behind last year but we are still looking pretty good.

Credit Card Expenditure Review

Members of the Budget Committee reviewed and approved credit card expenditures for Fifth Third Bank in the amount of \$37,047.60. Members asked questions about some purchases. Answers were obtained. Approval of expenditures appears below under Action Items.

Early Head Start Overview

Tricia Grifka, Early Head Start Assistant Director, provided a PowerPoint presentation on her program. Early Head Start is a program for pregnant women, children under the age of three and their families. The same Head Start Performance Standards are followed with modifications to make some standards more applicable to infants and toddlers. Some of the goals of EHS are to promote physical, cognitive, social and emotional development; support parents in their role as primary caregivers and teachers of their children; work within our communities to improve life for children and families; and provide high quality services through trained, caring staff.

NEMCSA Early Head Start enrolls 320 children in the home-based program option. Families receive a weekly 90-minute home visit during which the home visitor helps the parent do fun learning activities with their child that

promote growth and development while strengthening the parent-child relationship. Socializations are offered twice per month at EHS sites in each of our 12 counties and also support child development by focusing on the bond between parent and child while in a group setting.

Shared Governance, Procedures for Planning and Impasse Procedure

Members were asked to review the Shared Governance, Procedures for Planning and Impasse Procedures prior to this month's meeting. Linda provided a training, including a PowerPoint presentation on Program Governance to the group. Approval of Shared Governance, Procedures for Planning and Impasse Procedure appears below under Action Items.

Action Items

Approval of Head Start Selection Criteria

Mellisa Stacy made a motion to approve the Head Start Selection Criteria with revision to change November 1st to September 1st. Christina Broderick seconded. All Ayes. Motion carried

Approval of Early Head Start Selection Criteria

Mellisa Stacy made a motion to approve the Early Head Start Selection Criteria. Christina Broderick seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Mellisa Stacy made a motion to approve credit card expenditures in the amount of \$37,047.60 for the previous month. Della Cronin-Mead seconded. All Ayes. Motion carried.

Approval of Shared Governance, Procedures for Planning and Impasse Procedure

Michael Herriage made a motion to approve the shared Governance, Procedures for Planning and Impasse Procedure. Christina Broderick seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if anyone sat in on any interviews. John Smock and Natalie Clark were both asked and participated in interviews. Della Cronin-Mead made a motion to approve New Hires/Terminations. Misty Doherty seconded. All Ayes. Motion carried.

New Business/Sharing

John Smock stated that Frederic will be holding their annual carnival on February 11th and Grayling will be holding a "Daddy's Day Sledding Party".

Jennifer Lopez read two Bluesheets. The first one was regarding Styrofoam waste, wondering if bio-degradable plates and bowls could be used instead. The second was asking if a notification system could be put into place that would notify parents that their child will be next for pick-up/drop-off on bus routes. This is mainly due to rain, snow and cold days so the children do not have to wait outside. Linda stated that she will discuss both items with the appropriate managers and local staff.

Next meeting will be Friday, February 26th at the Quality Inn Forward Conference Center, 2980 Cook Road in West Branch (Exit 212). The meeting will begin at 10:00 am and end approximately 2:00 pm. **In the event of inclement weather during the winter months it is very important that you call before leaving your house to make sure the meeting has not been cancelled.** You may contact Pam Badour at 989/893-5564, Ext. 401 with questions. **Quality Inn's telephone number is 1-989/345-3503.**

Natalie Clarke made a motion to adjourn. Mellisa Stacy seconded. All Ayes. Motion carried.

Business meeting adjourned at 1:53 pm.

Approved by: _____ Title: _____

Date: _____