



**Head Start/Early Head Start Policy Council
Doubletree Hotel and Conference Center
November 18th, 2016**

Welcome and Introductions of new and current members were made.

Get to Know You Activity

Meagan Holmes led the activity. It was a fun activity and a great way for all to get acquainted. Members learned the importance of communication and how to work together as a team.

Linda asked returning Policy Council members to offer a few words of advice to new members.

Ground Rules

Aubrey Haskill explained the importance of established ground rules for the group. She asked members what ground rules should be established for the group. The group established its ground rules.

Linda outlined the goals for the day.

Agency Overview

Linda introduced Lisa Bolen, NEMCSA CEO, to the group. Lisa explained her position and discussed NEMCSA programs and services. Lisa distributed the 2015 NEMCSA Annual Report to the group.

Orientation

Linda and Tricia Grifka provided a PowerPoint Orientation and Training presentation to the group. The presentation included a program overview, the Head Start Performance Standards requirements for Policy Council, including their roles and responsibilities as an advisory body as well as their leadership role at the local level. A short video "50 Years of Opportunity: Head Start's History" was shown.

Members watched another short video "Leading the Way: Families are Powerful Partners". After the video, small group discussions took place regarding parent involvement at the center level.

Linda thanked returning members of last year's Policy Council for their dedication to the group and presented certificates of appreciation.

Jennifer Lopez reviewed the Childcare Voucher & Mileage Reimbursement form with members. Reimbursement for mileage is currently at .46 per mile. Members were also told that odometer readings are necessary on the reimbursement form and that "trip odometer" cannot be used. Childcare reimbursement is currently \$3.00 per hour for 1st child and \$1.50 per hour for every child thereafter.

Natalie Clarke reviewed with members the "Blue Sheet" process of facilitating two-way communication between Policy Council and local programs.

Business Meeting

Jennifer Lopez called the business meeting to order at 2:32 pm.

Members Present:

Peggi Aldridge, Alvin "Chip" Clarke, Natalie Clarke, Chris Derosier, Alysa Duha, Ashley LeBrun, Jennifer Gooch, Amber Hansen, Addie Harris, Tamara Hart, Meagan Holmes, Jennifer Lopez, Danielle Martz, Amanda Merrill, Linzie Schmidt, Kimberly Wellman

Prior Year Members Present:

Brian Fuller, Aubrey Haskill, Melissa Holt, Dalene Meddaugh

Members Excused:

Tina Schumacher, Chanda Winchell

Members Absent:

Shane Aldridge, Morgan Cooley, Ricki Hurst, Tyler Schmitt

Staff Present:

Tricia Grifka, Linda McGillis and Pam Badour

Elections

- **Approval of Community Representatives:** Melissa Holt, Brian Fuller, Aubrey Haskill, Dalene Meddaugh and John Smock (who was unable to attend) were eligible to serve as 2016/2017 Community Representatives. A unanimous ballot was cast. Melissa Holt, Brian Fuller, Aubrey Haskill, Dalene Meddaugh and John Smock will serve as the 2016/2017 Community Representatives.
- **Election of Chairperson:** Nominations: Jennifer Lopez and Natalie Clarke. Nominations closed. Vote was cast by secret ballot. Jennifer Lopez was elected 2016/2017 Policy Council Chairperson.
- **Election for Vice-Chairperson:** Nominations: Melissa Holt, Amanda Merrill and Natalie Clarke. Vote was cast by secret ballot. Amanda Merrill is the 2016/2017 Policy Council Vice-Chairperson.
- **Election for Secretary:** Nominations: Ashley LeBrun, Tamara Hart and Amber Hansen. Nominations closed. Vote was cast by secret ballot. Amber Hansen was elected 2016/2017 Policy Council Secretary.
- **Election for the NEMCSA Board of Directors:** Jennifer Lopez, Chairperson accepted her position on the Board of Directors. Nominations for three more positions: Danielle Martz, Ashley LeBrun, Aubrey Haskill, Dalene Meddaugh, Amber Hansen, Melissa Holt and Peggi Armstrong, Nominations closed. Vote was cast by secret ballot. Melissa Holt, Aubrey Haskill and Danielle Martz will serve as the 2016/2017 NEMCSA Board Representatives.
- **Election for NEMCSA Mid-Michigan Representative:** Nominations: Amanda Merrill and Natalie Clarke. Vote was cast by secret ballot. Natalie Clarke will serve as the 2016/2017 NEMCSA Mid-Michigan Representative after Amanda Merrill declined the position.

- **Election for NEMCSA Michigan Head Start Association Representative:** Nominations: Amanda Merrill and Aubrey Haskill. Nominations closed. Vote was cast by secret ballot. Amanda Merrill will serve as the NEMCSA Michigan Head Start Association Representative.
- **Executive Committee – Selected by Chairperson:** Because of geographic location, Ashley LeBrun, Melissa Holt, Dalene Meddaugh and Natalie Clarke volunteered to serve on the Executive Committee. The Executive Committee also consists of Jennifer Lopez.
- **Budget Committee:** Dalene Meddaugh, Ashley LeBrun, Addie Harris, Jennifer Lopez and Brian Fuller will serve as the 2016/2017 Budget Committee.

Quorum present

Approval of Minutes

Members reviewed October's meeting minutes. No questions. Kimberly Wellman made a motion to approve October's minutes. Dalene Meddaugh seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Board meeting was held November 4th in Oscoda. Vicki Merrill-Antcliff, Director of Education and Child Services presented a PowerPoint presentation on Child Outcomes.

The Early Childhood Services Ad Hoc Committee met prior to the regular meeting to review and discuss the approval of the candidate to become the New Early Childhood Services Director. Members approved Tricia Grifka as the selected candidate. The next Board meeting will be held at the Sanctuary Inn in Alpena on Friday, December 2nd.

Information and Discussion Items

Linda introduced the Head Start/Early Head Start Operating Procedures (By-Laws). She encouraged members to review them prior to next month's meeting for discussion and approval.

Linda asked members to review the Complaint Procedure prior to our next meeting.

Brian Fuller explained the process and purpose of reviewing credit card expenditures for Head Start and Early Head Start to the Budget Committee Members. These expenditures are for field staff, not administration. The committee reviewed credit card expenditures for Fifth Third Bank in the amount of \$40,867.11. Approval of expenditures appears below under Action Items.

Action Items:

Approval of Credit Card Expenditures

Alvin "Chip" Clarke made a motion to approve credit card expenditures for Fifth Third Bank in the amount of \$40,867.11. Dalene Meddaugh seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Linda explained to members their role in the hiring and termination of Head Start/Early Head Start employees. Jennifer Lopez asked if anyone was asked to participate in any interviews. Natalie Clarke was asked and participated in interviews. Members received a list of new hires/terminations. Dalene Meddaugh made a motion to approve new hires/terminations. Danielle Martz seconded. All Ayes. Motion carried.

Other information/Discussion Items/Sharing

Meetings will be held on the 4th Friday of each month with the exception of December 16th & May 19th. Meeting calendars noting Policy Council, Board and Mid Michigan's meeting dates were distributed to members.

Next meeting will be Friday, December 16th, 2016 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 at approximately 2:00 pm. **Quality Inn's telephone number is 1-989/345-3503. 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 also contact Pam Badour at 1-989/893-5564 Ext. 401 or badourp@nemcsa.org with questions.

Linda reminded members to review the Policy Council Operating Procedures and the Complaint Procedure prior to next month's meeting.

Danielle Martz made a motion to adjourn. Dalene Meddaugh seconded.

Meeting adjourned at 4:08 pm.

Approved by: _____ Title: _____

Date: _____