



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
April 28, 2017**



Jennifer Lopez, Chairperson called the meeting to order at 10:04 am.

Members Present:

Alvin “Chip” Clarke, Natalie Clarke, Chris Derosier, Jennifer Gooch, Addie Harris, Tamara Hart, Aubrey Haskill, Jennifer Lopez, Danielle Martz, Amanda Merrill, Tina Schumacher, John Smock

Staff Present:

Jena Horrocks, Tricia Grifka, Pam Badour

Members Excused:

Peggi Armstrong, Cassandra Busch, Brian Fuller, Meagan Holmes, Melissa Holt, Dalene Meddaugh, Kimberly Wellman

Members Absent:

None

Quorum Present

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

Proposed Home Safety Curriculum – Jean Horrocks, Director of Health and Family Services

Jean presented the proposed Home Safety Curriculum to members for review and comments. Questions and discussion ensued. Feedback will be given to Sharlene Wheatley and Janelle Cuddie, Family Engagement/Health Managers. Jean stated that the proposed draft will be on WorkZone for Leadership approval and comments. She anticipates that the final version will be presented at the May meeting for Policy Council approval.

NEMCSA Board Report

Aubrey Haskill, Melissa Holt, Jennifer Lopez and Danielle Martz were all present at the meeting. Lisa Bolen read highlights from the Director’s report which included possible cuts to Federal programs outlined in the President’s proposed budget.

Heidi Powers, foster Grandparent & Senior Companion Project Director presented a PowerPoint presentation on the Foster Grandparent & Senior Companion Programs.

Delegate Policy Council

Minutes from March’s Meeting were distributed and reviewed by members. Alvin “Chip” Clarke made a motion to receive and file Mid Michigan’s meeting minutes. Danielle Martz seconded. All Ayes. Motion carried.

Workgroup Updates

There were no workgroup updates.

Information and Discussion Items

Request for Contact Day Waiver

Tricia informed members that she will be requesting a waiver to amend the minimum contact days for 4 of our 98 Head Start program sites (Grayling, Tawas Elementary 1, Morley/Stamwood 2 and Sandusky). A summary of the request was discussed with members. Grayling started late because the building the classroom was located in was undergoing renovations and unable to be occupied according to schedule. Tawas Elementary 1 moved from the high school to the elementary building during the summer months. Its delayed start was due to the licensing process that was not completed in time to begin classroom operations. Morley/Stamwood 2 started late due to a delay in finding qualified staff. Sandusky moved to a new site and started late due to a delay in inspections and licensing approval; however, home visits were conducted with families and classes began November 7, 2016. Eighty-three (83) children are impacted by this request. Tricia asked members for their approval to submit the waiver. Approval appears below under Action Items.

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. Approval of the Transportation Waiver Request appears below under Action Items.

Duration Grant Update

Tricia stated that last June, Linda McGillis 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. 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. That application was approved by Policy Council at its May 2016 meeting and the Board of Directors at its June 2016 meeting. Last fall, the Office of Head Start (OHS) required grantees to reduce their application by 33%, since requests for funding exceeded the amount available by well over \$100 million. The grant was refigured and resubmitted several times. Tricia said that we have finally received the funding letter. We will bring 8 full-day classrooms up to 1,020 hours this fall (they will start 2 weeks earlier and end one week later). In addition, 5 part-day classrooms will be converted to full-day and 5 additional full-day classrooms will be added.

Policy Council Turnover/Attendance Comparison

As mentioned in last month's minutes, Pam had informed the group that she was asked to compile a data summary of Policy Council membership which included member turnover and attendance. At that time members were interested in seeing the summary. Copies of the summary were distributed and reviewed with members. Group discussion was held. Members felt that more information about what Policy Council is should be shared with parents. They suggested the following ideas:

- Have a current Policy Council representative attend local parent meetings/family events to explain the role of a Policy Council representative.
- Offer invitations to parents that may be interested in serving on Policy Council to attend a Policy Council meeting.
- Video tape current Policy Council members explaining their role as a Policy Council representative. The video can then be shared at local parent meetings. (this was also suggested by Family Engagement/Health Services Manager)

Pam was asked to create an "exit survey" to send to members that were elected to serve on Policy Council but did not show up for the first meeting/training or meeting/s thereafter, as well as members who were dropped due to excessive absences. Two brief surveys were created asking members

several questions regarding their departure from Policy Council and any suggestions that could offer to help strengthen our Policy Council representation. The surveys were shared with members.

PNC Bank Presentation

Tricia informed members that representatives from the Bay City PNC Bank recently initiated a new program called DonorsChoose. They have invested five million dollars in early childhood initiatives across the country. This program allows their employees to choose projects that they might want to help fund. To kick off the program in our area, on April 12th they presented Brenda Wakefield and Rhonda Robson, Ed Supervisor/Coaches at the Bay City Education Center with a hundred books, puppets, a puppet theater, and five iPad with \$25 iTunes gift cards for their classrooms. This was a gift worth over \$2000! In addition they were given a \$500 gift card to fund projects in their area as well as \$500 matching funds from PNC. PNC volunteers have been involved in our programs in Bay County since 2011. Their volunteer hours are turned into cash grants that are used for extra things that programs may need or want for their classrooms.

Day at the Museum

Tricia also told members about a couple of programs that have recently held a “Day at the Museum” event where families were invited to view their child’s artwork created based on the “Picturing America” artworks. In February 2008, the Administration for Children and Families, Office of Head Start (OHS) and the National Endowment for the Humanities (NEH) agreed to partner in order to distribute Picturing America artworks to 20,000 Head Start centers. Picturing America, an NEH initiative, was designed to provide kindergarten through twelfth grade students and teachers with opportunities to learn about history, social studies, literature, and civics through 40 American masterpiece artworks. The large format reproductions of American artworks were used in the classrooms where children created their version of what the picture meant to them. The event creates parent-child conversations and incorporates multisensory exploration of art and history in a fun, family-oriented way. Pictures of the events were shared with members.

Community Reading Day Update

As mentioned at March’s meeting, Tricia informed members that the National Head Start Association had announced an exciting partnership with Scholastic. To celebrate Head Start’s 52nd birthday, Scholastic would send every grantee 50 new age-appropriate books. Head Start classrooms across the country would hold a **Community Reading Day on May 18** and invite elected officials to read aloud with the class. Tricia said that she did receive confirmation that the request was received and that books should arrive on April 28th. A “draft” invitation was also received to be sent out to elected officials inviting them to come to the classrooms and read to the children on May 18th.

Federal Funding Update

Tricia informed the group that the President’s “Skinny Budget” for fiscal year 2018 (beginning Oct 1, 2017) has been proposed and in it he recommended cutting 17% from Dept. of Health and Human Services but did not specifically mention Head Start. She reminded everyone that this is only a proposal and that the House and Senate need to work together on a budget and present it to the President, so it’s still early in the process. She stated that we should continue to share the great things Head Start does. Tricia said the continuing resolution for Fiscal Year 2016 ends today and may be extended for a week or two. If the resolution is not signed or a budget agreed upon, the Federal Government would shut down on Monday, May 1st until a budget agreement is reached.

Program Planning

In order to guide future planning, Tricia asked the group to answer the following questions:

Imagine our organization is on the cover of Best Head Start USA Magazine eighteen months from now. This article is about the success we've achieved. What would the article say? What would make us a leader in Head Start?

Head Start gives stability for families to grow; Head Start is making families great again; parents are respected; children are kindergarten ready; children are taught how to learn and follow directions; self-sufficiency; Head Start is a safe place that offers structure and social skills; inclusion classrooms; community resources; family events; teacher/student interactions/conversations.

On a scale of 1-10, how would you rate us now against the desired picture of us noted above? (1 = not there at all; 10 = a leader in Head Start)

8, 10, 8, 6, 7, 7, 8.5, 8, 7.5 – Average = 7.8

What do we need to do to get us to a 10?

Better communication with staff; more parent involvement; consistency between centers; streamlining In-kind; more community involvement; better attendance; more family events

Administrative Report – Tricia Grifka

NEMCSA Board and Policy Council Report

The Monthly Progress Report was reviewed with members.

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

Tricia reviewed two Head Start/Early Head Start Revenue and Expenditure reports with members. The first was for the fiscal year ending January 31, 2017. She stated that less than 1% of the Head Start budget went unspent. Early Head Start also did well spending out their budget. Next year's budget will be tighter with prices going up. The second report was for the period of February 1, 2017 through January 31, 2018 which includes Duration Funds.

In-kind Reports for Head Start and Early Head Start as well as a Head Start In-kind Comparison Report were distributed and discussed with members. Tricia told members that we continue to be in good shape and are on track with In-kind.

At this point Tricia informed members that she recently met with Danielle Martz and several Alpena staff members to discuss the In-kind App that Danielle Martz has been working on. Details were discussed and will be shared with auditors and costs will be explored. The group will meet again on May 17th.

Tricia also stated that staff are working on developing a Google calendar that will be on the NEMCSA website for parents to view that will contain parent meeting dates, events, etc.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures in the amount of \$34,037.33 for Fifth Third Bank. There were several questions. Answers were obtained. Approval appears below under Action Items.

Action Items

Approval of Request for Contact Day Waiver

Natalie Clarke made a motion to approve the Request for Contact Day Waiver. John Smock seconded. All Ayes. Motion carried.

AMENDMENT: On Sunday April 30, 2017, Susan Harvey from the delegate agency contacted Tricia requesting a contact day waiver for one classroom. An unexpected staffing issue arose at the Beaverton CAPS classroom and it is extremely difficult to find qualified subs. The classroom started September 13, 2016 and will complete 107 days of operation.

After necessary revisions to the original Contact Waiver Request were made, the Executive Committee of Policy Council was contacted on May 2, 2017 by Pam Badour. Pam provided the revised language of the waiver to the Executive Committee and asked each member to verbally approve or disapprove the revised request. All Executive Committee members: Jennifer Lopez, Melissa Holt, Natalie Clarke and Dalene Medduagh responded and approved the revised Contact Day Waiver Request. Jennifer Lopez, Policy Council Chair, signed the revised Approval sheet at the Early Childhood Services committee meeting prior to the Board meeting May 5, 2017. At the May 19, 2017 Policy Council meeting, the full Policy Council membership will be apprised of revisions to the Contact Day Waiver Request and it will be included on the agenda under Action Items for ratification of the Executive Committee's approval, per Article VII, Section I of *NEMCSA Policy Council Operating Procedures*.

Approval of Transportation Waiver Request

Alvin "Chip" Clarke made a motion to approve submission of the Transportation Waiver Request. Natalie Clarke Seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Aubrey Haskill made a motion to approve credit card expenditures in the amount of \$34,037.33 for the previous month. Addie Harris seconded. All Ayes. Motion carried

Approval of New Hires/Terminations

Jennifer Lopez asked if any members were asked to participate in interviews. Jennifer Gooch, and Tamara Hart were both asked and participated in interviews. John Smock was asked but was unable to attend. Natalie Clarke made a motion to approve New Hires/Terminations. Danielle Martz seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

There was no new business.

Due to Memorial weekend, the next meeting will be Friday, May 19th 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.

Aubrey Haskill made a motion to adjourn. Danielle Martz seconded. All Ayes. Motion carried.

Meeting adjourned at 1:30 pm.

Policy Council Chairperson: _____ Date: _____