Due to the delayed arrival of Chairperson, Amanda Merrill, Vice Chair called the meeting to order at 10:07 am.

Members Present:
Peggi Armstrong, Cassandra Busch, Alvin “Chip” Clarke, Natalie Clarke, Brian Fuller, Jennifer Gooch, Addie Harris, Tamara Hart, Aubrey Haskill, Meagan Holmes, Melissa Holt, Jennifer Lopez, Amanda Merrill, Tina Schumacher, John Smock, Kimberly Wellman

Resignation of Member
Chanda Winchell contacted the group and stated that she had to resign her position on Policy Council due to starting a new job. We wish Chanda all the best and have enjoyed having her as part of the group for the last several years!

Staff Present:
Vicki Bohr, Fran Whitney, Vicki Merrill-Antcliff, Tricia Grifka, Pam Badour

Members Excused:
Chris Derosier, Ashley LeBrun, Danielle Martz

Members Absent:
Alyssa Duha, Amber Hansen, Dalene Meddaugh, Linzie Schmidt

Introductions
Quorum Present
John Smock made a motion to approve December minutes meeting. Natalie Clarke seconded. All Ayes. Motion Carried.

Committee Reports
NEMCSA Board Report
The Board meeting was held Friday, January 6th in Bay City. The Program Planning and Evaluation Committee met prior to the regular meeting to review and discuss the proposed Head Start/Early Head Start Budget Revision for the current budget year ending January 31, 2017. The full Board approved submission of the revision as presented.

President Pete Hennard read communication from the Administration for Children and Families dated December 20, 2016 regarding approval of the new Head Start Director, Tricia Grifka.

Robin Bozek, Michigan Head Start Association Executive Director provided a presentation on the Michigan Head Start Association: Leading us Forward!

The next board meeting will be February 3rd in Alpena. New member orientation will be held prior to the regular meeting.

Delegate Policy Council
Vicki Bohr stated that members received two trainings at this month’s meeting. One was regarding School Readiness Goals and the other was on ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance). Minutes from December and January’s meetings were distributed. Natalie Clarke made a motion to accept and file Mid Michigan’s minutes. Kimberly Wellman 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 January 10th. Members reviewed the Head Start/Early Head Start Application, Income Worksheet and the Selection Criteria for Head Start and Early Head Start. With the release of the new Head Start Performance Standards, Head Start added an additional criteria: “High quality publicly funded full-day pre-kindergarten (GSRP) available in area” (NEMCSA Head Start will collaborate with local education agencies to ensure all eligible four year olds have priority access to a publically funded full-day pre-kindergarten (GSRP/Head Start)). Early Head Start’s criteria remained the same.

Cassandra Busch stated she recently attended the Clare/Gladwin Health Services Advisory Committee meeting. Nominations of new officers was held and Cassandra volunteered to be vice chair. There was a presentation given of the SPARKS Program (Students Participating in Academics and Recreation for Knowledge and Success). The program is free to children and is available in Beaverton, Farwell and Harrison.

MHSA Winter Assembly Update – Amanda Merrill
Amanda stated that she recently attended the Michigan Head Start Association’s (MHSA) Winter Assembly in Ann Arbor. She said the main focus was on advocacy and how it is now more important than ever to advocate for Head Start with a administration in place. There was also much concern regarding the possibility of block granting. Suggestions were given to the group as how they can advocate for their child and Head Start. Advocacy is extremely important to the success of Head Start! Amanda shared some of the handouts that she received from the assembly.

There was a presentation given on “Kids Count in Michigan”. Kids Count in Michigan is part of a broad national effort to measure the well-being of children at the state and local levels, and use that information to shape efforts to improve the lives of children.

The Board of Director’s elections were held and Amanda Merrill was elected as a Parent Representative to the Board!

Natural Playground Workgroup Volunteer/s
Tricia asked members if anyone would be interested in joining the Natural Playground Workgroup. She explained some of the tasks of the workgroup which will include: getting parents involved and excited about the conversions of playgrounds and what would be some funding options/sources to convert these playgrounds. Vicki Bohr and Cassandra Busch spoke to the group about their natural playground at the Mid Michigan site and stated that they would provide a presentation on natural playgrounds at our next meeting! John Smock, Tamara Hart, Cassandra Busch and Meagan Holmes were all interested in being 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 at last month’s meeting. Tricia informed members that clean copies would be available to them if requested.

Shared Governance, Procedures for Planning and Impasse Procedure
At last month’s meeting members were asked to review the Shared Governance, Procedures for Planning and Impasse Procedures prior to this month’s meeting. Tricia explained that after she reviewed the procedures she found that there are a lot of changes that need to be made due to the new Performance Standards. Revised copies of the Shared Governance, Procedures for Planning and Impasse Procedure will be sent to members prior to our next meeting for their review. Discussion and approval will take place at next month’s meeting.

NEMCSA Employee Handbook/Personnel Policies
Members were asked to review the Basic Employment Standards (page 11) and Workplace Conduct (page 44) and encouraged to review the entire handbook prior to the meeting for discussion and approval. The purpose of each was discussed and Tricia reviewed the two key pieces noted above. Approval of the NEMCSA Employee Handbook/Personnel Policies appears below under Action Items.
Head Start & Early Head Start Recruitment, Selection and Enrollment Policies/Procedures
Tricia 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 (Amanda Merrill and Tina Schumacher) and are charged with reviewing the criteria each year. As noted above, the committee held a “Go To” Meeting on January 10th and added an additional criteria: “High quality publicly funded full-day pre-kindergarten (GSRP) available in area” (NEMCSA Head Start will collaborate with local education agencies to ensure all eligible four year olds have priority access to a publicly funded full-day pre-kindergarten (GSRP/Head Start)). Early Head Start’s criteria remained the same. Approval for both Head Start and Early Head Start items appear below under Action Items.

Retraction of Budget Revision
Tricia informed members that the budget revision members approved at the December meeting, in fact did not need to be submitted to Regional Office for approval. As stated at the December meeting, Head Start was asking for approval to move approximately $216,000 into different budget categories. After the revision was submitted, Tricia received notification from Regional Office stating that approval was not needed unless the amount was over $250,000. The revision was then retracted.

Administrative Report – Tricia Grifka

Monthly Program Progress Report
The monthly report was distributed and reviewed with members. Tricia stated that we are in the process of the end of the fiscal year wrap-up. A limited number of supply and equipment needs were able to be purchased.

Plans are in place for a program-wide In-Service training to be held February 16th & 17th. This is a time when quality speakers and trainers are brought in to address some of the common professional development needs for all staff.

Tricia stated that Head Start is still under enrolled and waitlists remain small. Early Head Start has remained fully enrolled. Immunizations percentages are slightly down and dental numbers are not looking too bad at this point. Mid Michigan’s numbers are looking very good! Early Head Start’s health numbers are looking better.

Head Start/Early Head Start Budget/In-kind Reports
A Head Start/Early Head Start Budget Report for fiscal year February 1st, 2016 – January 31st, 2017 was distributed and reviewed with members. At this point it appears that Head Start is on track and should not be overspent. Early Head Start may end up slightly underspent.

September and October In-kind reports for Head Start and Early 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 $22,176.51. There were several questions. Answers were obtained. Approval of expenditures appears below under Action Items.

Action Items

Approval of Head Start Selection Criteria
Alvin “Chip” Clarke made a motion to approve the revised Head Start Selection Criteria. Cassandra Busch seconded. All Ayes. Motion carried

“a community action agency”
Approval of Early Head Start Selection Criteria
Natalie Clarke made a motion to approve the Early Head Start Selection Criteria. John Smock seconded. All Ayes. Motion carried.

Approval of NEMCSA Employee Handbook/Personnel Policies
Natalie Clarke made a motion to approve the NEMCSA Employee Handbook/Personnel Policies. Melissa Holt seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures
Addie Harris made a motion to approve credit card expenditures in the amount of $22,176.51. Kimberly Wellman seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations
Jennifer Lopez asked if anyone sat in on any interviews. Natalie Clark, Tamara Hart, Addie Harris and Amanda Merrill were asked and participated in interviews. Meagan Holmes made a motion to approve New Hires/Terminations. Natalie Clarke seconded. All Ayes. Motion carried.

Presentation of New NEMCSA Website – Fran Whitney, Outreach and Communications Coordinator
Fran presented a live tutorial of the new NEMCSA website which included an agency overview and board portal. Members were very interested in the portal and would possibly like to see a Policy Council portal in the near future. Tricia and Pam will contact the appropriate staff to find out more information to determine the feasibility of this.

Child Outcomes Presentation – Vicki Merrill-Antcliff
Vicki provided a PowerPoint presentation on Child Outcomes. Outcomes results on school readiness goals for the 2015-2016 school year were reviewed. A brief presentation on the ACES study was provided prior to reviewing results to frame the context in which children in our program learn and why social emotional skill development is so important to the children in our programs as a precursor to development in other areas.

New Business/Sharing
Amanda Merrill shared a sample “Certificate of Appreciation” that Mid Michigan gives to volunteers that go above and beyond. Members liked the idea. More discussion and information will be shared at our next meeting.

Next meeting will be Friday, February 24th 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 or badourp@nemcsa.org with questions. Quality Inn’s telephone number is 1-989/345-3503.

Alvin “Chip” Clarke made a motion to adjourn. Tamara Hart seconded. All Ayes. Motion carried.

Business meeting adjourned at 2:01 pm.

Approved by: ___________________________________________  Title: ________________________________

Date: _______________________________