



Northeast Michigan Community Service Agency, Inc.
HEAD START/EARLY HEAD START POLICY COUNCIL
Quality Inn – West Branch
March 25, 2022



Rebecca Elston called the meeting to order at 10:11 am.

Members Present:

Rebecca Elston, Karen Pomeroy, Justin Gibson, Brian Diring, Tonie Hooper, Crystal Quinn

Staff Present

Tricia Grifka, Early Childhood Services Director
Autumn Evans, Executive Assistant
John Vincent, Regional Manager
Vicki Bohr, MMCAA

Members Excused:

Nathan Weaver, Kristy Lauwers, Jessica Astbury, Kayla Pike, Desiree Vandenberg

Members Absent:

Leann Reinke

Quorum present.

Approval of Meeting Minutes

Reviewed minutes from 2-18-22 Policy Council meeting. No changes or corrections were needed. Justin made motion to approve, Karen seconded. All ayes. Motion carried.

NEMCSA Board

Rebecca discussed NEMCSA Board meeting she attended on 3-4-22.

Delegate Policy Committee - Mid Michigan Community Action Agency (MMCAA)

Tonie reviewed delegate minutes from 2-17-22 meeting. Karen made motion to receive and file. Brian seconded. All Ayes. Motion carried.

Information and/or Discussion Items

- John briefly discussed the use of Conscious Discipline with children and adults.
- John provided handouts – “What is Policy Council” and “What is In-Kind” for members to review for Parent-to Parent videos, to be filmed at May’s meeting. Volunteers for videos are Brian, Rebecca, and Karen. Jessica and Kayla had expressed interest at previous meetings.
- Members viewed “Importance of Policy Council” video.
- Jodi Baker joined virtually to review the Results Oriented Management Accountability (ROMA) report, and to discuss how this report will impact planning for future services and strategies.
- Jodi discussed the Community Needs Assessment survey. Autumn to provide the QR code to members to use and share.
- Autumn shared the new Policy Council Members SharePoint. This will replace the PC Portal LiveBinder currently used for sharing documents and presentations. She will send out more communication in the next few weeks as we transition to the new SharePoint.

Administrative Report

Tricia reviewed the program update for the reporting period ending 2-28-22. Program focus continues to be Child Safety, Staff Wellness and Connection, Family Support and Connection. A Staff Wellness committee is developing a plan with specific action steps to improve physical and mental health of employees. A health clinic in partnership with University of Michigan Flint School of Nursing is planned for Saturday, May 20 in Lapeer for program families.

Tricia reviewed the HS and EHS budget report.

Action Items

Approval of Credit Card Expenditures

Credit card statements reviewed by Budget Committee. Justin noted an irregularity in the credit limit for one employee. Autumn to investigate and update during the next meeting. Justin made motion to approve Fifth Third statement for \$71,530.28 ending 2-28-22. Brian seconded. All ayes. Motion carried. Justin made motion to approve Wex Card statement for \$2,009.11, ending 3-6-22. Brian seconded. All ayes. Motion carried.

Acknowledgement of New Hires and Terminations Report

Rebecca read New Hires and Terminations report for 2-11-22 thru 3-17-22. Crystal made motion to acknowledge the reading of the report. Karen seconded. All ayes. Motion carried.

Change in Operating Procedures

Brian made a motion to change by-laws regarding New Hires and Terminations approval policy. Autumn to present proposed changes at next meeting for approval. Rebecca seconded. All ayes. Motion carried.

Workgroup Updates

Marketing Workgroup meeting will be held on 4-8-22.

New Business

Childcare reimbursement increase discussion to be added to the April meeting agenda.
Mileage reimbursement rate may be increased. Should know by next meeting.
Cost of living rate for employees is currently being explored. Possible 2.3% increase.

Next meeting will be Friday, April 22, 2022, at the DoubleTree in Bay City, 10:00 am – 2:00 pm.

Brian made motion to adjourn. Karen seconded. All ayes. Motion carried.

Meeting adjourned at 12:54 pm.

Approved by: _____ **Title:** _____ **Date:** _____