



**Head Start/Early Head Start Policy Council  
Virtual “Zoom” Meeting  
August 28<sup>th</sup>, 2020**



Chairperson Tracy Johnson called the meeting to order at 10:10 am.

**Members Present:**

Tracy Johnson, Ryan Rozewski, Tina Schumacher, Danielle Steinbauer

**Staff Present:**

Lisa Bolen, Tricia Grifka, Pam Badour

**Members Excused:**

Cynthia Frazer, Cassandra (Cassey) Harp, Renee Miller

**Members Absent:**

John Acker, Rosemary Fields, Jessica Good, Leighanna (Leigh) Grothaus, Elizabeth Quesenberry

**Drop Non-Participating Members from Roster**

Danielle Steinbauer a motion to approve removing Policy Council members John Acker, Rosemary Fields, Jessica Good and Elizabeth Quesenberry from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Ryan Rozewski seconded. All Ayes. Motion carried.

**Quorum Present**

**Introductions**

Tracy Johnson made a motion to approve the May meeting minutes by full Policy Council. Ryan Rozewski seconded. All Ayes. Motion carried.

Danielle Steinbauer made a motion to approve June’s meeting minutes. Ryan Rozewski seconded. All Ayes. Motion carried.

**NEMCSA Board Report**

The Board held a Virtual “TEAMS” meeting on August 7<sup>th</sup>. Tricia Grifka provided a video recording update on the Head Start Grant Award.

Lisa Bolen read the highlights from the Director’s report that was distributed to members prior to the meeting. The Director’s report is posted on the Policy Council Portal <https://ecs.nemcsa.org/>.

The next Board meeting is scheduled for September 11<sup>th</sup>.

**Delegate Policy Council**

Tina Schumacher made a motion to receive and file Mid Michigan’s June minutes by full Policy Council. Danielle Steinbauer seconded. All Ayes. Motion carried.

Minutes from July’s meeting were posted and reviewed by members. Tracy Johnson made a motion to receive and file Mid Michigan’s meeting minutes. Ryan Rozewski seconded. All Ayes. Motion carried.

**Workgroup Updates**

Tracy Johnson is part of the School Readiness workgroup and has participated with the group via Teams. Tracy also stated that she was recently asked to be a part of the Strategic Planning group as well as participated in the Preparedness Plan.

## **Information and Discussion Items:**

### **Covid Update**

Tricia stated that many meetings have taken place to determine the best way to provide Head Start and Early Head Start services this year. They have looked at a lot of guidance from different sources including the CDC, the Office of Head Start (OHS), State of MI, MI Dept of Education, Child Care Licensing and Health Departments and are taking into account local variations as well as trying to have some consistency over all of our programs. Guidance for state-funded GSRP has not been released yet. The plan for NEMCSA is to offer in-person (Face to Face) and virtual preschool options based on the parents preference. As of right now we have 10 fully virtual classrooms out of approximately 120 and roughly half of those are short-term virtual due to school building renovations running behind schedule due to COVID. Some in-person classrooms may have a few children that are virtual-only. Teachers will be sending activities to children in virtual preschool through SeeSaw, an app that parents will access for individualized activities for their child. The hope is that things will settle down and those children that are attending school virtually will be able to transition into their classrooms in person and pick up just as if they were always there. The virtual only classrooms will also use the SeeSaw app with parents and children. Some Teachers will work from their classrooms to post activities and videos. They will also be offering group times where everybody can be involved in a Zoom call. Modifications may be made as GSRP guidance is released and community health information is monitored.

### **Enrollment Update**

Due to the pandemic, enrollment is down. We are approximately 62% enrolled right now. We have 1,931 funded Head Start slots and currently have 1,213 children enrolled. We will continue to recruit and enroll children throughout the year. OHS has temporarily suspended the under-enrollment process.

### **Administrative Report – Tricia Grifka**

#### **Head Start and Early Head Start Financial Report**

A Head Start/Early Head Start Budget Report (Five Month Award for the period of February 1, 2020 through June 30<sup>th</sup>, 2020) was reviewed with members. Tricia stated that we do have some money left over due to the shutdown.

### **Action Items**

#### **Approval of Credit Card Expenditure by Full Policy Council – Action Taken by Budget Committee**

Budget Committee members were contacted shortly after June's meeting and reviewed the Head Start/Early Head Start credit card expenditures for Fifth Third Bank for the following months: January in the amount of \$57,420.10, February in the amount of \$31,508.37, March in the amount of \$36,382.11, April in the amount of \$26,687.13 and Head Start/Early Head Start credit card expenditures for Wex Fuel Card for January in the amount of \$5,385.68, February in the amount of \$4,354.78 and March in the amount of \$198.39. Committee members had no questions and approved expenditures contingent upon full Policy Council approval. Ryan Rozewski made a motion to approve expenditures by full Policy Council. Tina Schumacher seconded. All Ayes. Motion carried.

#### **Approval of Credit Card Expenditure Reports**

Budget Committee members reviewed the Head Start/Early Head Start credit card expenditures for Fifth Third Bank for the following months: May in the amount of \$29,661.30, June in the amount of \$36,715.78, July in the amount of \$40,470.87 and Head Start/Early Head Start credit card expenditures for Wex Fuel Card for May in the amount of \$284.61, June in the amount of \$93.08 and July in the amount of \$66.72. Committee members had no questions and approved expenditures. Tina Schumacher made a motion to approve expenditures. Danielle Steinbauer seconded. All Ayes. Motion carried.

#### **Approval of New Hires/Terminations for the periods of 1-26-20 through 5-16-20 and 5-17-20 through 6-9-20 by Full Policy Council**

Tracy Johnson made a motion to approve New Hires for the periods of 1-26-20 through 5-16-20 and 5-17-20 through 6-9-20 by full Policy Council. Danielle Steinbauer seconded. All Ayes. Motion carried. There were no terminations.

**Approval of New Hires/Terminations for the period of 6-10-20 through 8-22-20**

Tina Schumacher made a motion to approve New Hires for the period of 6-10-20 through 8-22-20. Danielle Steinbauer seconded. All Ayes. Motion Carried. There were no terminations.

**New Business/Sharing/Bluesheets**

There was no new business or Bluesheets.

**Next meeting will be Friday, September 25, 2020.**

Tracy Johnson made a motion to adjourn. Danielle Steinbauer seconded.

Meeting adjourned at 11:01 am.

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_