



**Head Start/Early Head Start Policy Council  
via Zoom  
September 25<sup>th</sup>, 2020**



Chairperson Tracy Johnson called the meeting to order at 10:13 am.

As mentioned in last month's minutes, John Acker was removed from the roster for non-participation. As noted in our Policy Council Operating Procedures (Council will reinstate any dropped member that may wish to continue). John contacted Pam Badour and asked to be reinstated.

**Members Present:**

Cassandra (Cassey) Harp, Tracy Johnson, Ryan Rozewski, Tina Schumacher, Danielle Steinbauer

**Staff Present:**

Tricia Grifka, Pam Badour

**Members Excused:**

Renee Miller

**Members Absent:**

John Acker, Cynthia Frazer, Leighanna (Leigh) Grothaus

**Quorum Present**

Danielle Steinbauer made a motion to approve the August meeting minutes. Tracy Johnson seconded. All Ayes. Motion carried.

**NEMCSA Board Report**

The Board held a Virtual "TEAMS" meeting on October 2nd.

The Early Childhood Committee met via TEAMS prior to the regular meeting to review and recommend board approval to allow the Board President to sign the Head Start Governance, Leadership and Oversight Capacity Screener Certification and the Head Start Health and Safety Screener Certification.

Lisa Bolen reviewed the highlights of her Director's report with members.

The next Board meeting will be held on Friday, November 6<sup>th</sup>.

**Delegate Policy Committee**

Tina Schumacher made a motion to receive and file Mid Michigan's September meeting minutes. Danielle Steinbauer seconded. All Ayes. Motion carried.

**Workgroup Updates**

There were no workgroup updates.

**Information and Discussion Items**

**Recruitment, Selection and Enrollment Policies/Procedures – Head Start & Early Head Start's 2020-2021 Selection Criteria**

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 (Cynthia Frazer and Renee Miller) and are charged with reviewing the criteria each year. The ERSEA workgroup discussed both Head Start and Early Head Start's criteria for

the 2020-2021 program year. Head Start's criteria had one revision which was changing "Family is homeless or without stable housing" to "Foster Child; Family is homeless or without stable housing" under Eligibility and Prioritization Criteria. Early Head Start's criteria remained the same. Approval for both Head Start and Early Head Start items appear below under Action Items.

### **Head Start/Early Head Start Continuation Grant Application and Non-Federal Waiver Request**

An overview of the grant was reviewed and discussed with members. Tricia stated that a Continuation Application that reflects 12 months of operation for the budget period of February 1, 2021 through January 31, 2022 must be submitted to Regional Office by 11/1/20. The application will provide base funding for comprehensive educational, health, and family support services for 2,171 Head Start children and 308 Early Head Start children. The application also includes a Non-Federal Waiver Request in the amount of \$2,000,000 due to the anticipated difficulty in collecting non-federal share. The required non-federal share for this grant is \$3,450,830. Tricia asked members for their approval to submit the Continuation Grant Application and Non-Federal Waiver Request. Approval of the Head Start/Early Head Start Continuation Grant Application and Non-Federal Waiver Request appears below under Action Items.

### **Governance, Leadership and Oversight Capacity Screener Screening**

Tricia informed members that the program is required to conduct a screening of the organization's governance and leadership capacity prior to the start of the project period. The screener helps ensure that we have strong governance systems in place. It provides oversight and direction to the Head Start programs and helps organizations identify where we may need to make changes and build capacity to fulfill Head Start governance responsibilities. Tricia reviewed the screening with Tracy Johnson and the Board of Director's Early Childhood Committee.

It was determined that practice related to the following regulations needs to be strengthened and/or need additional clarification:

- (1) The agency has a system for identifying the training and technical assistance (T/TA) needs of the governing body and Policy Council and uses this information to develop a T/TA plan.
- (2) Work with program staff to determine the best method to engage families using strategies that are most effective in their community.
- (3) Activities to support the active engagement of families in the program.
- (4) Program involvement in legal proceedings.

A signed certification was submitted to the Office of Head Start.

### **Board Certification of Health and Safety Screening**

Tricia stated that the program is also required to complete a health and safety screening of each site where children receive Head Start/Early Head Start services prior to the start of the five year project period. The governing body must certify compliance with all Office of Head Start (OHS) health and safety requirements.

All Head Start/Early Head Start sites and Mid-Michigan sites were assessed. A signed certification was submitted to the Office of Head Start.

### **Program Instruction (PI) – Designated Renewal System (DRS) Changes**

Tricia shared a Program Instruction (PI) with members from the Office of Head Start (OHS) regarding a final rule updating the Designated Renewal System (DRS). The final rule includes revisions to three of the seven conditions of the DRS:

- Deficiency Condition – DRS no longer requires competition for grantees with a single deficiency during their grant period. The condition was changed to require competition if a grantee receives two deficiencies during the project period.
- CLASS Condition – The final rule facilitates the use of CLASS as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion and raises the competitive thresholds (formally minimum threshold) for each domain of the CLASS. Any grantee with a score below one or more of the quality thresholds, OHS will provide

support for quality improvement. OHS will help ensure the grantee's coordinated approach to training and professional development in targeting those areas of teaching practices and teacher-child interactions that most need improvements.

- **Fiscal Condition** – The fiscal condition final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

The new DRS conditions will go into effect on October 27, 2020. The prior DRS conditions will apply to all programs until the effective date of this final rule.

## **Administrative Report**

### **Program Updates/Enrollment Updates**

Tricia informed members that we are about 61% enrolled for Head Start which is low for us. She said that we are offering both virtual and in-person programming so parents can choose which option they prefer. We are working closely with our health departments and school districts to make sure we are following the same guidelines that they are. Children are required to wear masks when they are on the bus and in common areas (hallways, gyms, etc.) but are doing very well with them and we have not had any issues. Teachers are happy to be back working with children and children are very, very happy to be back in classrooms! We are tracking staff to make sure they are filling out a screener every day before they enter their classrooms to ensure they are not exhibiting any symptoms of COVID. One issue that we are running into is that it is now allergy and cold season and both have a lot of the same symptoms as COVID. If staff go to the doctor, they say that it is probably a cold or allergies but to keep everyone safe, they recommend a COVID test. Then the employee has to stay home until they receive the results which have been taking around 3-7 days. This is resulting in some staffing shortages that we have to work around. Tricia does not see any way around this and is just happy that we are following all the safety protocols that we need to.

### **Head Start/Early Head Start Budget Report**

Tricia reviewed the Head Start/Early Head Start Budget Report (seven month award for the period of July 1, 2020 through January 31, 2021). This budget was submitted before the pandemic occurred, so our expenses are much different than what we had anticipated. We were able to shift some of these funds to supplies to purchase some classroom items for children so each of them will have their own markers, totes for art supplies, blankets, etc. as well as materials for virtual learning children. We are also spending money for the on-line learning platform, SeeSaw.

Danielle Steinbauer stated that her child is doing virtual learning and received a tote filled with everything (crayons, scissors, colored pencils, markers, etc) they need to complete the at-home lessons and activities.

### **Credit Card Expenditures**

There were no credit card expenditures for approval at this time.

## **Action Items**

### **Approval of Head Start's 2020-2021 Selection Criteria**

Danielle Steinbauer made a motion to approve the 2020-2021 Head Start Selection Criteria. Tracy Johnson seconded. All Ayes. Motion carried.

### **Approval Early Head Start's 2020-2021 Selection Criteria**

Danielle Steinbauer made a motion to approve the 2020-2021 Early Head Start Selection Criteria. Tracy Johnson seconded. All Ayes. Motion carried.

**Approval of Head Start/Early Continuation Grant Application and Non-Federal Waiver Request**

Tina Schumacher made a motion to approve submission of the Head Start/Early Head Start Continuation Grant Application and Non-Federal Waiver Request. Tracy Johnson seconded. All Ayes. Motion carried.

**Approval of New Hire/Terminations**

Danielle Steinbauer made a motion to approve New Hires. Ryan Rozewski seconded. All Ayes. Motion carried. There were no terminations.

**New Business/Bluesheets**

There was no new business.

**Next meeting will be Friday, October 23<sup>rd</sup> Via Zoom.** The meeting will begin at 10:00 am.

Ryan Rozewski made a motion to adjourn. Danielle Steinbauer seconded. All Ayes. Motion carried.

Meeting adjourned at 10:54 am.

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