



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
August 25th, 2017**



Chairperson, Jennifer Lopez called the meeting to order at 10:08 am.

Members Present:

Alvin “Chip” Clarke, Natalie Clarke, Jennifer Gooch, Melissa Holt, Jennifer Lopez, Danielle Martz, Amanda Merrill, John Smock

Staff Present:

Lisa Bolen, Patti McNeilly (MMCAA), Tricia Grifka, Pam Badour

Members Excused:

Peggi Armstrong, Cassandra Busch, Addie Harris, Tamara Hart, Aubrey Haskill, Meagan Holmes, Tina Schumacher

Members Absent:

Chris Derosier, Brian Fuller, Dalene Meddaugh

Drop Non-Participating Member/s from Roster

John Smock made a motion to approve removing Policy Council members Chris Derosier, Brian Fuller and Dalene Meddaugh from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Natalie Clarke seconded. All Ayes. Motion carried.

Quorum Present

Lead Presentation – Patti McNeilly, ECS Health Coordinator, MMCAA

Patti presented a very informative overview of the ongoing effects of lead exposure on children. She stated that lead is stored in the brain and bones and that the effects are irreversible. Pattie then shared some results of children in Mid Michigan’s EHS and Head Start programs that she calculated in ChildPlus. The graph compared lead levels in children (levels 2 or higher) to the number of children with concerns (including IEP, behavior reports or DECA (Devereaux Early Childhood Assessment)). The results were very interesting. For example: Out of a group of 60 children, 15 had lead levels of 2 or higher and out of that 15, almost ½ of those had concerns as reported by the data sources noted above! Members asked Tricia if the same report can be done on our Head Start/EHS children. Tricia stated that she will contact the appropriate staff to see if they can generate a report and the results will be shared at an upcoming meeting.

Natalie Clarke made a motion to approve meeting minutes from May’s meeting by full Policy Council. Danielle Martz seconded. All Ayes. Motion carried.

Natalie Clarke made a motion to approve June’s meeting minutes. Danielle Martz seconded. All Ayes. Motion carried.

NEMCSA Board Report – Jennifer Lopez

The Board meeting was held on Friday, August 4th, in Grayling. Jennifer stated that she and 3 other Policy Council/ Board members, Melissa Holt, Aubrey Haskill and Danielle Martz participated in a panel discussion hosted by Tricia Grifka on “A Parent’s Perspective of Head Start.” The group answered questions presented by Tricia on their experiences with the Head Start/Early Head Start program.

Lisa Bolen commented on how well received and powerful the discussion was and feels that it really echoed with the members of the Board.

Tricia thanked all four of the participants for doing such an awesome job!

The next Board meeting will be September 8th in Sterling.

Delegate Policy Council – Pam Badour

Pam stated that Sue Harvey reviewed her Director's Report with the group which included their Fun Day at the Park. It was a huge success with over 500 attendees and 9 new community partners in attendance! She also stated that the PIR (Program Information Report) for both Head Start and Early Head Start is close to being completed.

There were several training topics that were discussed for the upcoming year: Toxic Stress, Yoga for children in the classroom experiencing trauma and IMIL (I am Moving/I am Learning). Shawna Roskoski, PFEC Coordinator and PC Parent Mentor will do an introduction to IMIL during the September meeting. If the members decide they would like the full presentation, Shawna will present it at a future meeting.

Mid Michigan's May, June and July meeting minutes were distributed to members. Natalie Clarke made a motion to receive and file Mid Michigan's minutes. Amanda Merrill seconded. All Ayes. Motion carried.

Workgroup Updates

John Smock stated that he attended the Natural Playground Workgroup meeting in June. The group will meet again in September.

Information and Discussion Items:

COLA (Cost of Living Adjustment) Application (Action Taken by Executive Committee)

As stated in the June meeting minutes the COLA application was discussed with members for approval and submission. The Executive Committee approved submission of the COLA Application contingent upon full Policy Council approval. Approval by full Council appears below under Action Items.

Parenting Curriculum (Action Taken by Executive Committee)

As stated in the June meeting minutes the proposed Parenting Curriculum was presented and discussed with members for approval. The Executive Committee approved the proposed Parenting Curriculum contingent upon full Policy Council approval. Approval by full Council appears below under Action Items.

Data Management: Locally Generated Program Data Policy/Procedure (Action Taken by Executive Committee)

As stated in the June meeting minutes the Data Management Policy/Procedure was distributed and discussed with members. The Executive Committee approved the Data Management Policy/Procedure contingent upon full Policy Council Approval. Approval by full Council appears below under Action Items.

Arts Grant Approval Request

Tricia stated that a grant in the amount of \$3,500 has been applied for to the Michigan Council for Arts & Cultural Affairs to hold several Literacy Nights. We have applied for this grant for the last 20 years. NEMCSA Head Start in collaboration with other local programs, such as Early Head Start, Early Childhood Special Education, Starting Strong, Early On, Arenac County Library, early elementary staff at Standish-Sterling Schools and volunteers from these programs would sponsor Cindy Humphreys, Board Certified Music Therapist who will provide short 30 minute presentations to approximately 25 families at a time. Families will have opportunity to enjoy her musical performance at 6 different times each night. Cindy has been working with students with special needs and at-risk families as well as typically developing children and their caregivers for 30 years. After each performance research based literacy activities using a kit "*Engaging Families in Children's Literacy Development*" developed by Professor Nell Duke will be provided. Nell Duke's work focuses on early literacy development, particularly among children living in poverty. Families will be provided a "tool kit" to take home and be able to share it with others and spread their knowledge and interest. Tricia asked members for their approval of the Arts Grant Request. Approval appears below under Action Items.

Transportation Waiver Request Update

Tricia informed members the Transportation Waiver has been granted and has been forwarded to all school districts that provide transportation services for us.

NEMCSA 2016 Annual Report

Copies of the 2016 NEMCSA Annual Report was distributed and reviewed with members. Featured in the report is an interview with our current Policy Council Chairperson, Jennifer Lopez! Jennifer talked about how the Head Start program has impacted both her and her children's lives. Tricia encouraged members to read through the entire report.

Sharing: “You’re Experience as a Policy Council Member”

Prior to this month’s meeting Pam asked members to bring with them a statement or two about their experience as a Policy Council member. Several of the statements will be included in a brochure that Pam is developing which briefly explains what Policy Council is, what members do and what their role will be as a Policy Council member.

Review of Child Care Reimbursement Policy

Tricia informed members that since the Child Care Reimbursement Policy has not been revised in the last 7 years that it should be reviewed by the group. Discussion took place. Tricia said that we will explore other Head Start reimbursement policies and revisit this at a later date.

Administrative Report – Tricia Grifka

Program Updates – Proposed Organizational Structure

Tricia informed the group that she has been working with a T/TA Specialist from the Regional Office since March of this year regarding the organizational structure of Head Start/Early Head Start. She said that feedback was gathered from individuals and focus groups comprised of staff, management teams, our delegate, Policy Council and community partners. Common themes emerged including not being enough communication between content areas and that staff have been working in “silos” rather than as a team. A management team task force developed three objectives for our programs: 1) using a holistic, coordinated approach to services for children and families; 2) using data in a way that supports meaningful planning and action; and 3) aligning and streamlining forms to increase efficiency and coordinate approaches. A “draft” copy of the proposed organizational structure that supports these objectives was distributed and discussed with members. In addition to shifting responsibilities and supervision across the structure, two positions were eliminated: Intervention Services Manager and Family Engagement/Health Services Manager. Two positions were added: Instructional Coach and Content Area Specialist for Health & Mental Health. Tricia asked members for their approval of the new proposed organizational structure. Approval appears below under Action Items.

Board and Policy Council Report

Tricia reviewed the Board and Policy Council Report with members. She stated that 18 Duration classrooms will start two weeks early and operate an extra week at the end of the program year.

Enrollment continues to be a concern as the number of age and income eligible children continue to decline in most of the service area. She stated that this is being closely monitored and program adjustments may need to be made in the future.

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

Tricia informed members that we are about half way through the fiscal year and it appears that both Head Start and Early Head Start’s budgets are on target.

Members reviewed the Head Start and Early Head Start In-kind reports and an In-kind Summary for Head Start. At this point we appear to be on target but will need to promote the in-home activities at start-up.

Appointment/Replacement of Budget Committee Members

Due to the removal of members due to excessive absences, two vacancies needed to be filled on the Budget Committee. Since Melissa Holt was an alternate member, Jennifer Lopez appointed Melissa to fill the vacancy. John Smock volunteered to fill the second vacancy. Alvin “Chip” Clarke will serve as an alternate. Approval appears below under Action Items.

Credit Card Expenditure Review (May) – Budget Committee

As stated in the June meeting minutes the members of the Budget Committee reviewed and approved credit card expenditures from the month of May in the amount of \$35,683.40 for Fifth Third Bank contingent upon full Policy Council approval. Approval of expenditures by full Council appears below under Action Items.

Credit Card Expenditure Review (June) – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures for the month of June in the amount of \$19,842.64 for Fifth Third Bank. Members asked for further clarification on a couple of charges. Answers to questions were obtained. Approval of expenditures appears below under Action Items.

Action Items

COLA (Cost of Living Adjustment) Application (Approval by Full Policy Council)

John Smock made a motion to approve submission of the COLA application by full Policy Council. Natalie Clarke seconded. All Ayes. Motion carried.

Parenting Curriculum (Approval by Full Policy Council)

Natalie Clarke made a motion to approve the Parenting Curriculum by full Policy Council. Alvin "Chip" Clarke seconded. All Ayes. Motion carried.

Data Management: Locally Generated Program Data Policy/Procedure (Approval by Full Policy Council)

Alvin "Chip" Clarke made a motion to approve the Data Management Policy/Procedure by full Policy Council. Danielle Martz seconded. All Ayes. Motion carried.

Arts Grant Approval Request

Natalie Clarke made a motion to approve the Arts Grant Approval Request. Amanda Merrill seconded. All Ayes. Motion carried.

Approval of Proposed Organizational Structure of Head Start/Early Head Start

John Smock made a motion to approve the proposed organizational structure of Head Start/Early Head Start. Alvin "Chip" Clarke seconded. All Ayes. Motion carried.

Approval of Appointment/Replacement of Budget Committee Members

Danielle Martz made a motion to approve Melissa Holt and John Smock to fill the two vacancies on the Budget Committee. Alvin "Chip" Clarke will serve as an alternate. Natalie Clarke seconded. All Ayes. Motion carried.

Credit Card Expenditure Review (May)

Alvin "Chip" Clarke made a motion to approve card expenditures from the month of May in the amount of \$35,683.40 for Fifth Third Bank by full Policy Council. Danielle Martz seconded. All Ayes. Motion carried.

Credit Card Expenditure Review (June)

Natalie Clarke made a motion to approve credit card expenditures for the month of June in the amount of \$19,842.64 for Fifth Third Bank. Alvin "Chip" Clarke seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations – Approval by Full Policy Council (4-23-17 thru 6-16-17)

Natalie Clarke made a motion to approve New Hires/Terminations for the period of 4-23-17 thru 6-16-17 by full Policy Council. Danielle Martz seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations (6-17-17 thru 8-12-17)

Jennifer Lopez asked if anyone was asked to participate in interviews. Alvin "Chip" Clarke, Natalie Clarke, John Smock, Danielle Martz and Jennifer Lopez stated that they were asked and participated in interviews. Danielle Martz made a motion to approve New Hires for the period of 6-17-17 thru 8-12-17. There were no terminations. Natalie Clarke seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

There was no new business.

Next meeting will be Friday, September 22, 2017 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 or badourp@nemcsa.org with questions. Quality Inn's telephone number is 1-989/345-3503.

John Smock made a motion to adjourn. Alvin "Chip" Clarke seconded.

Meeting adjourned at 1:15 pm.

Approved by: _____ Title: _____ Date: _____