



**Head Start/Early Head Start Policy Council  
Forwards Quality Inn – West Branch  
October 26<sup>th</sup>, 2018**



Chairperson Jennifer Lopez called the meeting to order at 10:09 am.

**Members Present:**

Alvin “Chip” Clarke, Natalie Clarke, Rosemary Fields, Aubrey Haskill, Melissa Holt, Jennifer Lopez, Amy Murphy, Tina Schumacher, John Smock

**Staff Present:**

FSC’s: Jane Hoover and Shiela Mallon; Family Services/Mental Health Content Area Specialist, Lori Clark; Lisa Bolen; Tricia Grifka; Pam Badour

**Members Excused:**

Joseph Berwanger, Tamara Hart, Danielle Martz

**Members Absent:**

None

**Quorum Present**

John Smock made a motion to approve the September meeting minutes. Rosemary Fields seconded. All Ayes. Motion carried.

**NEMCSA Board Report – Lisa Bolen**

The NEMCSA Board Meeting was held on October 5<sup>th</sup> in Mackinaw City. Tricia Grifka met with the Program Planning and Evaluation Committee prior to the meeting and reviewed the Five Year Continuation grant application. Approval was given for submission of the application.

Tricia also provided a training presentation on Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA).

The next Board meeting will be held on Friday, November 2<sup>nd</sup> in West Branch.

**Delegate Policy Committee**

Mid Michigan’s September meeting was cancelled, October’s minutes were distributed and reviewed by members. Aubrey Haskill made a motion to accept and file Mid Michigan’s minutes. Melissa Holt seconded. All Ayes. Motion carried.

**Workgroup Updates**

There were no workgroup updates.

**Information and Discussion Items**

**Duration Funding**

As mentioned in last month’s meeting minutes, Tricia stated that the Office of Head Start (OHS) has funds available again this year to be awarded for the purpose of increasing the total annual hours of early education services offered to children enrolled in Head Start center-based programs. She stated that the funds will be awarded according to priority order by seven (7) conditions. A list of the conditions was distributed to members.

Tricia explained that NEMCSA Head Start meets Condition 4: *Head Start programs operating double session variations with less than 45 percent of total center-based slots at 1,020 hours and proposing to convert part-day, double session variations to single sessions. Eligible grantees may apply for funding to increase their percentage of Head Start center-based slots that operate for 1,020 hours up to 45 percent or, for funding very small programs, one classroom (which may exceed 45 percent in total).*

Tricia is proposing the conversion of up to 17 part-day double session classrooms in our current service area to 34 single sessions. This would increase the percentage of center-based slots that operate 1,020 hours up to 45 percent. Tricia will provide members with a list of sites to potentially be converted to full day programs at our December meeting.

Tricia asked member for their approval to submit the request for Duration funding. Approval appears below under Action Items.

The application is due December 1<sup>st</sup>.

### **Head Start and Early Head Start Selection Criteria**

Tricia reviewed the Head Start and Early Head Start Selection Criteria 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 Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Committee (Tamara Hart) and are charged with reviewing the criteria each year. The Committee reviewed both Head Start and Early Head Start's Selection Criteria and recommended no changes. Both Head Start and Early Head Start's criteria remains the same. Approval for both items appear below under Action Items.

### **Program Updates**

Tricia informed members that all Head Start programs are now up and running. As noted in last month's minutes there were several Head Start classrooms that were not operating yet due to licensing and building issues.

### **Board and Policy Council Report**

Tricia reviewed the Board and Policy Council Report with members. She stated that staff are currently writing and compiling information for the Head Start/Early Head Start Continuation Grant application that is due November 1<sup>st</sup>.

We were able to maintain 97% enrollment for the month of September. Staff must make sure they are quickly filling any vacancies that they may have.

Over income slots are pretty much maxed out at this point.

### **Head Start & Early Head Start Budget Report**

Tricia distributed and reviewed the Head Start/Early Head Start recorded expenses as of September 30, 2018. Tricia feels that we are on track and has no concerns at this time.

### **November Policy Council Meeting Information**

Members were given information and a tentative schedule for the November 16<sup>th</sup> New Member Training that will be held at the Doubletree Hotel in Bay City. Members discussed ways to welcome new members and volunteered to present various segments of the training. Several members also have been attending local parent meetings to speak about what Policy Council is and their experiences as members.

### **Credit Card Expenditures**

Members of the Budget Committee reviewed and approved August/September credit card expenditures for Fifth Third Bank in the amount of \$52,699.23 and Wexcard expenditures in the amount of \$770.54 and \$4,827.67. Members asked for further clarification on five (5) charges for Fifth Third Bank. Answers to questions were obtained. Approval of expenditures appears below under Action Items.

## Action Items

### Approval of Duration Funding

Natalie Clarke made a motion to approve submission of the Duration Funding application. John Smock seconded. All Ayes. Motion carried.

### Approval of Head Start and Early Head Start Selection Criteria for 2019-2020

Natalie Clarke made a motion to approve the Head Start and Early Head Start Selection Criteria for 2019-2020. Aubrey Haskill seconded. All Ayes. Motion carried.

### Approval of Credit Card Expenditures

Alvin "Chip" Clarke made a motion to approve credit card expenditures for Fifth Third Bank in the amount of \$52,699.23 and WexCard expenditures in the amounts of \$770.54 and \$4,827.67. Natalie Clarke seconded. All Ayes. Motion carried.

### Approval of New Hires/Terminations

Jennifer Lopez asked if anyone participated in any interviews. Alvin "Chip" Clarke, Rosemary Fields and Jennifer Lopez had all been asked and participated in interviews. John Smock made a motion to approve New Hires. Alvin "Chip" Clarke seconded. All Ayes. Motion carried. There were no terminations.

### Nurturing Parents – Amy Murphy, Policy Council Member

Amy attended a Nurturing Facilitator Training earlier this month and presented an overview of the Nurturing Parenting Program. The program emphasizes the importance of raising children in a warm, trusting and caring environment and are designed to empower individuals and families with new knowledge, beliefs, strategies and skills to make good and healthy lifestyle choices.

### Parent Engagement in the Classroom – Lori Clark, Family Services/Mental Health Content Area Specialist

Lori explained what Parent, Family and Program Engagement means and discussed ways to engage parents in the classroom. She asked for personal input from members about how they recalled their feelings in this regard. Discussion took place from the beginning of program year - parent/child days to parent/teacher conferences. Communication was a key topic of discussion. Parents want honesty and consistency of communication with all staff. They discussed the many forms of communication and the barriers staff and parents need to overcome. Lori asked members for suggestions on how to improve engagement in the classroom. The number one response from the group was open and two-way communication.

Lori also informed members that we will be having a Poster Contest again where families can share their artwork of what Head Start/GSRP/Early Head Start means to their family. Parents/Guardians are encouraged to sit down with their child/children and draw what the program has contributed to their family. Contest information and guidelines will be shared with all families.

Lisa Bolen distributed a 2018 Michigan Bridge Facts and Issue Guide to members. She shared several highlights from the guide that included facts on early childhood and cash assistance. She encouraged members to read through the entire guide.

Tricia reminded members to vote on Tuesday, November 6<sup>th</sup>!

Next meeting/New Member Training will be held on Friday, November 16<sup>th</sup> at the Doubletree Hotel, One Wenonah Park Place, Bay City. The meeting will begin at 9:30 and end at approximately 5:00. An information packet will be mailed to members with directions to the hotel. You may contact Pam Badour at 989/893-5564 Ext. 401 or [badourp@nemcsa.org](mailto:badourp@nemcsa.org) with questions. Doubletree's telephone number is 989-891-9680.

Amy Murphy made a motion to adjourn. Rosemary Fields seconded. All Ayes. Motion carried.

Meeting adjourned at 1:01.

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