



**Head Start/Early Head Start Policy Council
Quality Inn, West Branch
January 25, 2019**



Due to Policy Council Chairperson, Jennifer Lopez and Vice Chairperson, Tracy Johnson's absence, Secretary, Anna Kreitner called the meeting to order at 10:21 a.m.

Members Present:

Kyla Avery, Tara Boliek, Rosemary Fields, Julia Gutierrez-Albrecht, Misty Johnson, Amanda Kaley, Anna Kreitner, Danielle Martz, Amy Murphy, Tina Schumacher

Staff Present:

Christina Krueger, Health Content Area Specialist; Lisa Bolen; Tricia Grifka; Pam Badour

Members Excused:

Patricia Frye, Aubrey Haskill, Tracy Johnson, Jennifer Lopez-Suess, Stevey Maples, Renee Miller, Kayla Rifenbark, Shiree Robidou, Hope Sandelius

Members Absent:

Mikylah Gallegos, Ricki Seelye

Drop Non-Participating Members from Roster

Amanda Kaley made a motion to approve removing Policy Council members Mikylah Gallegos and Ricki Seelye from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Rosemary Fields seconded. All Ayes. Motion carried.

Introductions

Quorum Present

Amy Murphy made a motion to approve December's meeting minutes. Kyla Avery seconded. All Ayes. Motion Carried.

Revisit Confidentiality Statement and Code of Conduct

Members reviewed the Policy Council Confidentiality Statement and Code of Ethics they received at the November New Member Training. Tricia reminded everyone it is their responsibility to maintain confidentiality regarding any personal or private matters that may be divulged in the course of Policy Council business. This includes matters regarding families enrolled in NEMCSA Early Childhood programs, personnel employed by or related to NEMCSA Early Childhood Service programs and Policy Council members and families. New members were asked to sign and turn in the form acknowledging that they understand the importance of confidentiality and the code of conduct that the group will follow.

Committee Reports

NEMCSA Board Report

No meeting. No report.

The next board meeting will be February 1st in Grayling. New member orientation will be held prior to the regular meeting.

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

Misty Johnson, MMCAA, stated that the group amended their Operating Procedures (By-Laws) at their last meeting. The amendments were: 1) A parent may serve 3 one year terms as an executive board member, if elected, and remain on Policy Council for an additional 2 years as a voting member. 2) The expired term chair

may remain on Policy Council in the capacity of past chair. This is a voluntary position for 1 year to support the new chair.

Minutes from December's meeting were distributed. Amanda Kaley made a motion to accept and file Mid Michigan's minutes. Danielle Martz seconded. All Ayes. Motion carried.

Workgroup Updates

Kyla Avery recently attended the Natural Playground Workgroup meeting. They discussed the 2018 mini grant process and ideas for the next mini grant application which is due by February 28th. Kyla said that she recommended to the group that we need to get the word out to parents to visit our website because she was not even aware that there was a section for parents that includes: Outdoor Explorations, Community Resources, Health & Safety and much more!

Oral Health Presentation – Susan Deming, Early Childhood Oral Health Specialist, Michigan Department of Health and Human Services

Susan presented a PowerPoint presentation regarding the importance of good dental hygiene and how dental health impacts physical health. There was also a Q/A time for members to ask questions.

Information and Discussion Items

Supplemental Funding Application – Cost of Living Adjustment (COLA)

Tricia reviewed the COLA application with members. She stated that Head Start will receive \$309,275. Of that amount, \$30,067 is awarded to the Delegate Agency (Mid-Michigan). The \$279,208 balance will be utilized to provide a 1.77% COLA increase to all staff beginning February 1, 2019; purchase vision screening equipment and lead testing equipment; and offset increased operating expenses.

Early Head Start will receive \$56,688. The award will be utilized to provide a 1.77% increase to all staff beginning February 1, 2019; upgrade technology and offset increased operating expenses.

Tricia asked members for their approval of the Supplemental Funding Application. Approval appears below under Action Items.

Early Head Start Budget Revision Update

Tricia informed members that the Early Head Start Budget Revision for FY ending 1-31-19 that members approved at last month's meeting was approved by Regional Office. The funds will be used to purchase a new program vehicle for the northern section of the service area. The vehicle will be purchased prior to February 1st, 2019

Legislative Updates

Tricia stated that the partial government shutdown has affected the federal food stamp program that will impact approximately 40 million people who participate in SNAP, the Supplemental Nutrition Assistance Program. The Department of Agriculture said that recipients will receive their full February benefits, but what happens beyond that is unclear. She explained to members that this also affects Head Start if the Child and Adult Care Food Program (CACFP) funding runs out by the end of March. This funding provides reimbursement for food that is provided to children in our programs. Tricia is hopeful that everything will be resolved before the end of March.

Policy Council Training Opportunity – Michigan Head Start Association (MHSA) Annual Conference

Tricia stated that we will be able to send several Policy Council members to the MHSA Annual Conference that will be held March 7th & 8th in Ann Arbor. Workshop descriptions were not available at this time but will be sent to members when they are posted. She asked if any members may be interested in attending the conference. There were seven members interested. Members were contacted by e-mail, Messenger and phone. The members that will attend this year's annual conference are: Tara Boliek, Tina Schumacher, Danielle Martz and Kyla Avery.

Remind Service

Members who are currently using the Remind service were informed that Verizon may start charging a fee in an effort to curtail spam. The way to avoid the fee will be for members to download the Remind app.

Administrative Report – Tricia Grifka

Monthly Program Progress Report

The monthly report was distributed and reviewed with members. Tricia stated that we are doing ok with enrollment and staff are working hard to fill any vacancies that may occur.

Plans are in place for a program-wide In-Service training to be held February 14th & 15th. This is a time when quality speakers and trainers are brought in to provide timely and targeted professional development for full-time staff.

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

There were no Budget or In-kind Reports this month.

Credit Card Expenditure Review

Members of the Budget Committee reviewed and approved Head Start and Early Head Start credit card expenditures for December in the amount of \$29,602.20 for Fifth Third Bank and Wex Card expenditures for December in the amount of \$3,042.50. There were several questions. Answers were obtained. Approval of expenditures appears below under Action Items.

Action Items

Approval of the Supplemental Funding Application – Cost of Living Adjustment (COLA)

Amanda Kaley made a motion to approve the Supplemental Funding Application. Amy Murphy seconded. All Ayes. Motion carried

Approval of Credit Card Expenditures

Kyla Avery motion to approve credit card expenditures for December in the amount of \$29,602.20 for Fifth Third Bank and Wex Card expenditures for December in the amount of \$3,042.50. Amy Murphy seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Anna Kreitner asked if anyone was asked and sat in on any interviews. Tara Boliek and Kyla were asked and participated in interviews. Amanda Kaley made a motion to approve New Hires/Terminations. Tara Boliek seconded. All Ayes. Motion carried.

CACFP and Your Child – Christina Krueger, Health Content Area Specialist

Christina provided information to members regarding CACFP, Child and Adult Care Food Program, and healthy eating. She also presented materials regarding “choosy” eaters.

New Business/Sharing/Bluesheets

There was no new business, sharing or Bluesheets.

Next meeting will be Friday, February 22nd at the Quality Inn Forward Conference Center, 2980 Cook Road in West Branch (Exit 212). The meeting will begin at 10:00 am and end approximately 2:00 pm. **In the event of inclement weather during the winter months it is very important that you call before leaving your house to make sure the meeting has not been cancelled.** 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.**

Amy Murphy made a motion to adjourn. Tara Boliek seconded. All Ayes. Motion carried.

Business meeting adjourned at 12:54 pm.

Approved by: _____

Title: _____

Date: _____