



**Northeast Michigan Community Service Agency, Inc.**  
**HEAD START/EARLY HEAD START POLICY COUNCIL**  
**The DoubleTree – Bay City**  
**May 20, 2022**



Rebecca Elston called the meeting to order at 10:09 am.

**Members Present:**

Rebecca Elston, Karen Pomeroy, Jessica Astbury, Justin Gibson, Kayla Pike, Crystal Quinn, Nathan Weaver, Desiree Vandenberg,

**Staff Present**

John Vincent, Early Childhood Deputy Director  
Autumn Evans, Executive Assistant  
Lisa Bolen, Executive Director, CEO

**Members Excused:**

Kristy Lauwers

**Members Absent:**

Brian Diring, Tonie Hooper

Quorum present.

**Approval of Meeting Minutes**

Reviewed minutes from 4-22-22 Policy Council meeting. No changes or corrections were needed. Kayla made motion to approve, Karen seconded. All ayes. Motion carried.

**NEMCSA Board**

Lisa Bolen reviewed the Director's Report and spoke of Housing Services recent success story. Lisa discussed 5-6-22 NEMCSA Board meeting. NEMCSA by-laws will be updated. COLA and Transportation Waiver were approved by the Board. Vaccine Mandate continues and will continue to follow the requirements and guidelines of the OHS. NEMCSA Audit Report was reviewed by auditor during Board meeting. Karen reported that the Policy Council Operating Procedures changes were also approved.

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

Reviewed Delegate meeting minutes from April 21, 2022.

**Workgroup Updates**

Marketing Workgroup meeting was held on May 17, 2022. Autumn discussed the progress on the project to move the ECS website to the NEMCSA website.

Natural Playground discussion by members. Autumn to inquire on status of Natural Playground workgroup.

**Information and/or Discussion Items**

- Autumn provided update to the formation of the Bus Monitor Committee
- Lisa provided Cheboygan Building update
- Lisa reviewed NEMCSA Audit Report and reported that NEMCSA is in good financial standing
- John recorded Parent-to-Parent videos with Karen, Justin, Rebecca, and Jessica, with discussion about Policy Council and In-Kind.

**Administrative Report**

Autumn reviewed the program update for the reporting period ending 4-30-22.

Lisa reviewed the HS and EHS budget report.

**New Hires and Terminations Report**

Rebecca read New Hires and Terminations report for 4-18-22 thru 5-16-22.

**Action Items**

**Approval of Credit Card Expenditures**

Credit card statements reviewed and discussed by Budget Committee. Justin made motion to approve Fifth Third statement for \$72,952.50 ending 4-29-22 and Wex Card statement for \$4,708.77 ending 5-6-22. Jessica seconded. All ayes. Motion carried.

**New Business**

John discussed upcoming move to Lindsay Building in Bay City. Bangor and Bay City Academy to move to new building, but current classroom as the Dolson Building will remain there.

Autumn to inquire about direct deposit for Policy Council members.

**Next meeting will be Friday, June 24, 2022, at the Quality Inn in West Branch, 10:00 am – 2:00 pm.**

Meeting adjourned at 1:25 pm.

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