



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
August 26th, 2016**

Chairperson, Jennifer Lopez called the meeting to order at 10:17 am.

Members Present:

Cassie Bouchard, Natalie Clarke, Connie Cory, Brian Fuller, Michael Herriage, Melissa Holt, Jennifer Lopez, Dalene Meddaugh, John Smock, Chanda Winchell

Staff Present:

Linda McGillis, Pam Badour

Guests:

Amanda Merrill, Mid Michigan Representative

Members Excused:

Meagan Holmes, Roxanne Kandal, Kimberly Wellman, Kristen Wood

Members Absent:

Christina Broderick, Misty Doherty, Neal Doherty, Stephanie Fiser, Aubrey Haskill, Elaine Johnson, Jessica Lauf, Danielle Martz, Linda Miles, Melissa Stacy

Quorum Not Present

John Smock made a motion to approve the May meeting minute's contingent upon full Council approval at next month's meeting. Dalene Meddaugh seconded. All Ayes. Motion carried.

NEMCSA Board Report – Jennifer Lopez

The Board meeting was held on Friday, August 5rd, in Grayling. The Dancing Dollies performed for the group. They are a group of RSVP volunteers that perform in several nursing facilities in the Grayling area.

Pete Hennard read communication from the Administration for Children & Families (ACF) regarding the recent Environmental Health and Safety review. There were no areas of noncompliance found during the course of the review and no corrective action plan is required.

The election of officers was held. Pete Hennard will remain President and Patricia Rondeau will remain Vice-President. The next meeting will be September 9th in Mackinaw City.

Delegate Policy Council - Amanda Merrill

Amanda stated that Sue Harvey informed the group that the Governor had signed the GSRP bill in June for continued funding.

Mid Michigan's May, June and July meeting minutes were distributed to members. John Smock made a motion to receive and file Mid Michigan's minutes contingent upon full Council's approval at next month's meeting. Dalene Meddaugh seconded. All Ayes. Motion carried.

Workgroup Updates

Pam stated that the following workgroups are looking for volunteers: Health & Safety and Natural Playgrounds. John Smock was interested in being a part of the Health & Safety workgroup and Chanda Winchell was interested in the Natural Playground workgroup.

Pam also stated that the Head Start/Early Head Start Web Committee held a "Go To" meeting on July 15th to finalize details on the new Head Start/Early Head Start website and is happy to announce that it is now live! She encouraged members to visit the site soon!

Information and Discussion Items:

Arts Grant Approval Request

Linda stated that a grant in the amount of \$1,500 has been applied for to the Michigan Council for Arts & Cultural Affairs to hold a Literacy Night. 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, Parent Coalition and Great Start Collaborative would sponsor Paula Doak, The Merry Music Maker to perform a concert for children in Arenac County. The Literacy Night/Concert event would be held at the local public school auditorium. The performance will be educationally based, interactive, and will include music, movement and sign language. Every child would also go home with a bag of books to add to their home libraries. Linda asked members for their approval of the Arts Grant Request contingent upon full Council's approval at next month's meeting. Approval appears below under Action Items.

Response to Non-Compliance

Linda shared the response letter regarding a non-compliance that was cited as a result of the monitoring review that was conducted on February 16, 2016 and cited in a letter received April 28th has been corrected. The area of non-compliance 1304.52 Human Resource Management: The grantee did not ensure no child was left alone and unsupervised while under the care of staff. The response letter was distributed to members.

Environmental Health & Safety Review Update

As mentioned above under the NEMCSA Board Report, there were no areas of noncompliance found during the course of the recent Environmental Health & Safety review and no corrective action plan is required!

Review of the 2016 USDA Audit

Linda stated that the State of Michigan Department of Education recently conducted their annual USDA Child and Adult Care Food Program (CADFP) audit in June. A corrective action plan was put into place for areas that needed to be addressed. A written report was received that indicated that all previously identified findings have been corrected and closed. No further action is required.

NEMCSA 2015 Annual Report

Copies of the 2015 NEMCSA Annual Report was distributed and reviewed with members. Linda encouraged members to read through the entire report.

Administrative Report – Linda McGillis

Program Updates

Linda announced to the group that she will be retiring from the Agency on January 6th, 2017 after 40 years of service! She said that she feels comfortable with having the best team in place at the administrative level and that everyone is in the area of their strengths. Members gave Linda their congratulations and well wishes.

Linda stated enrollment for the new program year has faced some challenges. There are a few areas where Head Start enrollment numbers are falling below normal. Those areas are being closely monitored. Early Head Start is fully enrolled.

Board and Policy Council Report

Linda reviewed the Board and Policy Council Report with members. Overall, the program indicators that will be reported on the PIR are within acceptable ranges for Head Start with the exception of the EPSDT (lead draws) and completion of dental treatment. These areas will need improvement plans and follow-up.

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

Members received and reviewed the Head Start/Early Head Start recorded expenses as of July 31, 2016. Linda stated that Head Start is a little less than 50% spent out and Early Head Start is slightly underspent but feels that overall we are in good shape.

Members reviewed the Head Start and Early Head Start In-kind reports and an In-kind Summary for Head Start.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures from May in the amount of \$37,576.33, June in the amount of \$44,100.89 and July in the amount of \$18,517.81 for Fifth Third Bank. Members asked for further clarification on a couple of charges. Answers to questions were obtained. Approval of the expenditures contingent upon full Council approval at next month's meeting appears below under Action Items.

Action Items

Arts Grant Approval Request

Chanda Winchell made a motion to approve the Arts Grant Approval Request contingent upon full Council approval at next month's meeting. Dalene Meddaugh seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Dalene Meddaugh made a motion to approve the credit card expenditures from May in the amount of \$37,576.33, June in the amount of \$44,100.89 and July in the amount of \$18,517.81 for Fifth Third Bank contingent upon full Council approval at next month's meeting. Michael Herriage seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations (4-23-16 thru 6-4-16)

Jennifer Lopez asked if anyone was asked to participate in interviews. Natalie Clarke, John Smock and Brian Fuller stated that they participated in interviews. Chanda Winchell was asked but unable to participate. Natalie Clarke made a motion to approve New Hires/Terminations for the period of 4-23-26 thru 6-4-16 contingent upon full Council approval at next month's meeting. Dalene Meddaugh seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations (6-4-16 thru 7-30-16)

John Smock made a motion to approve New Hires/Terminations for the period of 6-4-16 thru 7-30-16 contingent upon full Council approval at next month's meeting. Dalene Meddaugh seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

John Smock thanked the Head Start staff for their thoughtful gift at the time of his father's passing.

Next meeting will be Friday, September 23, 2016 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 with questions. Quality Inn's telephone number is 1-989/345-3503.

Melissa Holt made a motion to adjourn. Natalie Clarke seconded.

Meeting adjourned at 12:50 pm.

Approved by: _____ Title: _____ Date: _____