



**Head Start/Early Head Start Policy Council  
Forwards Quality Inn – West Branch  
March 23, 2018**



Chairperson, Jennifer Lopez called the meeting to order at 10:30 am.

**Members Present:**

Joseph Berwanger, Alvin “Chip” Clarke, Natalie Clarke, Michael Copeland, Jesyka Creamer, Rosemary Fields, Tamara Hart, Aubrey Haskill, Melissa Holt, Jennifer Lopez, Amy Murphy, Tina Schumacher, John Smock

**Staff/Guests Present:**

Jean Garrett, NEMCSA Board Member, Julie Smith-Mandrick, EHS Area Manager, Christina Krueger, Health Content Area Specialist, , Jean Horrocks, Director of Health and Family Services, Tricia Grifka, Pam Badour, Family Service Coordinators (FSC's): Jenna Thompson, Charley Walters, Brenda Danielson, Laurie Dantzer, Andrew Wallace

**Members Excused:**

Ryan Cinader, Danielle Martz, Tammy Vajcner

**Members Absent:**

Amanda Boutilier, Desiree Furbee

**Quorum Present**

Natalie Clarke made a motion to approve February’s meeting minutes. Joseph Berwanger seconded. All Ayes. Motion carried.

**Replacement of Policy Council Vice Chairperson**

Due to the resignation of the Policy Council Vice Chairperson, Jennifer Lopez asked if anyone was interested in filling the vacancy. John Smock, Natalie Clarke and Amy Murphy were interested in the position. Each member said a few words as to why they would like to fill the position. A ballot vote was taken and John Smock was selected to serve as the Policy Council Vice Chairperson.

**Sharing of Monthly Parent/Child Craft**

Members shared pictures and/or completed parent /child craft. This month’s project was “What I Would Wish For” artwork. Next month’s project is “Rain, Rain Go Away” handprint artwork.

**NEMCSA Board Report**

The Board Meeting was held on March 2<sup>nd</sup> in Gaylord. Alvin “Chip” Clarke, Natalie Clarke, Jennifer Lopez Danielle Martz were present at the meeting.

Lisa Bolen read the highlights from the Director’s Report which included a proposed resolution to draw attention to the Administration’s FY 2019 proposed budget and its effect on NEMCSA services.

Jean Christensen, CPA, Wipfli CPA’s and Consultants met with the Audit and Finance Committee prior to the regular Board meeting to review the audit information in detail. She then presented a summary to the full Board. The report stated that NEMCSA is in great financial condition! She thanked Jim Robarge, Karen Kelsey and Jeff Weiland for working with her to complete the process. The next Board meeting will be held on Friday, April 6<sup>th</sup> in AuGres.

**Delegate Policy Committee**

Minutes from February’s meeting were distributed and reviewed with members. John Smock made a motion to receive and file Mid Michigan’s meeting minutes. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

## **Workgroup Updates**

There were no workgroup meetings held.

## **Workgroup Volunteers**

Tricia asked if any members would be interested in being a part of the following workgroups:

- School Readiness (meeting April 16, 10:00-11:30 WB) - *Rosemary Fields and Natalie Clarke*
- Curriculum (meeting April 16, 12:00- 2:30 WB) - *Jeszyka Creamer (Joseph Berwanger, alternate)*
- Health & Safety (no meeting scheduled yet) - *John Smock, (Amy Murphy, alternate)*
- Data Analysis/Self-Assessment (no meeting scheduled yet) - *Alvin (Chip) Clarke, (Jennifer Lopez, alternate)*

## **Michigan Head Start Association (MHSA) 27<sup>th</sup> Annual Early Childhood Training Conference**

Members, Joseph Berwanger, Michael Copeland and Melissa Holt attended the MHSA 27<sup>th</sup> Annual Training Conference that was held March 8<sup>th</sup> and 9<sup>th</sup> in Ann Arbor. Each spoke about the different workshops that they attended and shared handouts/resources from the conference with members.

## **Information and Discussion Items:**

### **Agency Audit Report**

Members received a copy of the Agency Audit summary that was given to the NEMCSA Board of Directors on March 2<sup>nd</sup>. Tricia reviewed the summary with members. As stated above in the NEMCSA Board report, NEMCSA was determined to be in great financial condition.

### **Head Start Budget Revision – FY Ending 1-31-19**

Tricia stated she is submitting a Head Start budget revision for the grant year ending 1-31-19 to Regional Office for approval. The request involves increasing the Equipment line item by \$8,698 and a proposed reduction of \$8,698 in Fringe Benefits. These funds will be used to purchase a new copy machine over \$5,000 for the Bay City Administrative Office. The current copy machine requires frequent repairs and essential parts are no longer available. Tricia asked members for their approval to submit the request. Approval appears below under Action Items.

### **Federal Monitoring Review Update**

Tricia informed members that the CLASS and Focus Area 2 (FA2) Classroom Explorations have been completed. Reviewers completed 53 CLASS reviews and 40 FA2 Classroom Explorations. She stated the initial feedback that she has received has been very positive! The close out meeting will be held today at 1:30. Tricia will receive a written report that will be shared with Policy Council and the Board of Directors.

The following new and/or revised policies/procedures are required by the Head Start Performance Standards and review and approval by Policy Council and the NEMCSA Board is requested:

### **Determining and Establishing Delegate Agency Policy/Procedure**

Policy: NEMCSA Head Start enters into delegate agreements only with entities meeting Head Start requirements and approved by the responsible Health and Human Services (HHS) official. Rationale/Link to School Readiness: A grantee is accountable for the services its delegate agencies provide. The grantee retains legal responsibility and authority and bears financial accountability for the program when services are provided by delegate agencies. This is something that we have done in practice but did not have an actual written policy in place since for many years we have only had one delegate: Mid Michigan Community Action Agency (MMCAA). Tricia asked members for their approval. Approval appears below under Action Items.

### **Evaluations and Corrective Actions for Delegate Agencies Policy/Procedure**

Policy: Grantee has assigned primary monitoring and oversight to their Director of Program Operations. Grantee Director, Assistant Director and Director of Program Operations meet quarterly with delegate Early Childhood Services Director and Assistant Director, Grantee Content Area Specialists, Director of Program Operations and other grantee staff as needed, conduct a minimum of two annual monitoring visits to the Delegate Administrative Office and classroom sites. Rationale/Link to School Readiness: A grantee is accountable for the services its delegate agencies provide. Ongoing monitoring of the delegate agency

ensures services being provided support child and family school readiness. This is a current policy that has been updated: added HSPPS (Head Start Program Performance Standards) and clearly identified who is responsible for implementing and monitoring the procedure, added names of documentation that support policy/procedure is being followed, added Coordinated Approach, added more detail as to expectations for Content Specialists and others from the Grantee to make regular monitoring visits, submit meeting notes, etc., and removed Grantee electing Policy Council representatives to attend Delegate Policy Committee meeting. Tricia asked member for their approval. Approval appears below under Action Items.

### **Termination of Delegate Agencies**

Policy: NEMCSA Head Start may either terminate or deny refunding to a delegate agency either for cause or for failing to be the most cost-effective option to deliver Head Start or Early Head Start services in the delegate agency's service area. Rationale/Link to School Readiness: A grantee is accountable for the services its delegate agencies provide. The grantee supports, oversees and ensures delegate agencies provide high-quality services to children and families and meet all applicable Head Start requirements. The grantee retains legal responsibility and authority and bears financial accountability for the program when services are provided by delegate agencies. This is a new policy/procedure required by HSPPS. Tricia asked members for their approval. Approval appears below under Action Items.

### **2016/2017 Head Start/Early Head Start Annual Report**

Copies of the 2016/2017 Head Start/Early Head Start Annual Report were distributed and reviewed with members. The report is published annually and available to the public. The report contains information regarding monitoring, health, dental & disabilities, child outcomes, parent involvement, program expenses, proposed budget and enrollment numbers.

### **Administrative Report**

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

Tricia reviewed the Monthly Progress Report with members. The report contains information regarding enrollment, attendance, medical/dental and meals served. This information is shared with Policy Council and NEMCSA Board members on a monthly basis.

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

No report due to the Agency audit report.

In-kind reports for Head Start and Early Head Start as well as a Head Start In-kind Comparison Report were distributed and discussed with members.

#### **Credit Card Expenditure Review – Budget Committee**

Members of the Budget Committee reviewed and approved Head Start/Early Head Start credit card expenditures in the amount of \$28,643.48 for Fifth Third Bank and \$5,609.87 for WexCard fuel purchases. There were several questions. Answers obtained. Approval appears below under Action Items.

#### **Healthy Teeth, Healthy Kids – Christina Krueger, Health Content Area Specialist**

Christina discussed the importance of baby teeth, the impacts of poor oral health on development, learning and overall health. Reminders on how parents can improve their children's oral health were shared.

Christina also presented aggregated data from each Policy Council member's child's classroom. She will be digging deeper into this data and talking with staff to see why children are either missing an exam or have not yet received needed follow-up treatment. As she compiles this information she will work on ways to make sure that children are getting dental exams and follow-up treatment done in a timely manner. Christina will give an updated report to members at our May Policy Council meeting.

### **Action Items**

#### **Approval of Head Start Budget Revision – FY Ending 1-31-19**

John Smock made a motion to approve the Head Start Budget Revision – FY Ending 1-31-19. Melissa Holt seconded. All Ayes. Motion carried.

**Approval of Credit Card Expenditures**

Joseph Berwanger made a motion to approve credit card expenditures in the amount of \$28,643.48 for Fifth Third Bank and \$5,609.87 for WexCard fuel purchases. Tamara Hart seconded. All Ayes. Motion carried.

**Approval of Determining and Establishing Delegate Agency Policy/Procedure**

Natalie Clarke made a motion to approve the Determining and Establishing Delegate Agency Policy/Procedure. Joseph Berwanger seconded. All ayes. Motion carried.

**Approval of Evaluations and Corrective Actions for Delegate Agencies Policy/Procedure**

Joseph Berwanger made a motion to approve the Evaluations and Corrective Actions for Delegate Agencies Policy/Procedure. Aubrey Haskill seconded. All ayes. Motion carried.

**Approval of Termination of Delegate Agencies Policy/Procedure**

Joseph Berwanger made a motion to approve the Termination of Delegate Agencies Policy/Procedure. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

**Approval of New Hires/Terminations**

Jennifer Lopez asked if any members were asked to participate in interviews. Aubrey Haskill and Michael Copeland were both asked and participated in interviews. Alvin “Chip” Clarke made a motion to approve New Hires. Joseph Berwanger seconded. All Ayes. Motion carried. There were no terminations.

**New Business/Sharing/Bluesheets**

Jenna Thompson, FSC, shared a Bluesheet from Pine River 1 that stated the hunting and fishing session that was held this year was amazing! The children learned about different items that are used for hunting and fishing are were able to name them to their parents.

**ERSEA Training - Jean Horrocks, Director of Health and Family Services**

Jean reviewed the Head Start and Early Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) policies/procedures with members. She explained that ERSEA governs how programs select and enroll children into their program. Jean reviewed 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 ERSEA Committee (Tamara Hart and prior member, Eli Yanna) and are charged with reviewing the criteria each year.

**Civil Rights Training – Jean Horrocks, Director of Health and Family Services**

Jean reviewed the civil right protection laws, types of discrimination and the procedures we have in place to adhere to these regulations with members.

Next meeting will be Friday, April 20<sup>th</sup> 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 [badourp@nemcsa.org](mailto:badourp@nemcsa.org) or 989/893-5564 Ext. 401 with questions. Quality Inn’s telephone number is 1-989/345-3503.

Alvin “Chip” Clarke made a motion to adjourn. Joseph Berwanger seconded. All Ayes. Motion carried.

Meeting adjourned at 1:43 pm.

Policy Council Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_