



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
March 22, 2019**



Chairperson, Jennifer Lopez called the meeting to order at 10:08 am.

Introductions

Members Present:

Kyla Avery, Tara Boliek, Jesyka Creamer, Rosemary Fields, Patricia Frye, Julia Gutierrez-Albrecht, Tracy Johnson, Jennifer Lopez-Suess, Danielle Martz, Renee Miller, Tina Schumacher

Staff/Guests Present:

Terry Pagles, Area Manager; Jane Meyer, Internal Systems Manager; Kendall Irwin, Data Systems Coordinator; Tricia Grifka, Pam Badour

Members Excused:

Aubrey Haskill, Misty Johnson, Anna Kreitner, Amy Murphy, Shiree Robidou

Members Absent:

Amanda Kaley, Stevy Maples, Hope Sandelius

Quorum Present

Kyla Avery made a motion to approve February's meeting minutes. Patricia Frye seconded. All Ayes. Motion carried.

Video from Dr. Bergeron, Office of Head Start (OHS) Director – Policy Council as Leaders in Serving Families Experiencing Homelessness.

In February Tricia received notification that Dr. Bergeron requested to join Policy Council members at their March meeting through a recorded video message. The focus was on children and families with unstable living situations and how they can benefit greatly from the comprehensive services of Head Start and Early Head Start. Dr. Bergeron said that she recognizes and values the role of parent leadership and Policy Council governance in this work. She suggested ways that parents and community leaders can lead the way for greater outreach, enrollment, and support for children and families experiencing homelessness. She also stated that Head Start uses the McKinney Vento definition of homelessness to determine eligibility. This definition refers to children who lack a fixed, regular, and adequate nighttime residence. In addition to families who are staying in motels, shelters, cars, or public spaces, it includes situations in which families share the housing of others due to loss of housing and economic hardships. After the video message, members engaged in a discussion using the questions that were provided by Dr. Bergeron.

NEMCSA Board Report

The Board Meeting was held on March 1st in in Gaylord. Tina Schumacher and Aubrey Haskill were present at the meeting.

Tina Schumacher stated that 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 the results to the full Board in a PowerPoint presentation. 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 5th at the Ogemaw Senior Center in West Branch.

Delegate Policy Committee

Mid Michigan did not hold a meeting this month due to bad weather.

Workgroup Updates

Renee Miller recently attended The School Readiness Workgroup meeting. She stated that the group has been discussing outdoor living environments and trying to identify any barriers that staff may have when providing learning centers outdoors. Surveys were given to Area Managers regarding playground needs. They have been collected and tallied. It appears that there is still some confusion with the difference between outdoor interest areas and natural playgrounds. After discussion, the group decided to go back and review the surveys again and divide them by who shares a playground with a public school and who does not.

Tina Schumacher stated that the ERSEA workgroup has been in contact via e-mail regarding the selection criteria discussion that took place at last month's meeting about joint custody and attending class "half time". The group is trying to come up with the appropriate wording for this addition to the selection criteria.

Michigan Head Start Association (MHSA) 28th Annual Early Childhood Training Conference

Members, Tina Schumacher, Danielle Martz, Tara Boliek and Kyla Avery attended the MHSA 28th Annual Training Conference that was held March 7th and 8th in Ann Arbor. Each spoke about the different workshops that they attended and shared handouts/resources from the conference with members.

Non-Federal Share (In-kind) Overview – Jane Meyer, Internal Systems Manager and Kendall Irwin, Data Systems Coordinator

Jane and Kendall discussed the Individual School Readiness Activity System. Jane and Danielle Martz, Policy Council member, have worked together and are currently listening to parents and staff concerns to make the system more user friendly. Updates in the process are:

- Making timecard so that parents only need to record minutes spent during the day instead of time in and time out
- Allowing teaching staff to create their own individualized activities to correlate with lesson plan
- Adding Primary Objective number to Activity Catalog
- Creating reports in Sequel Service Reporting Services that will display time spent with child

Overall Jane and Danielle are very pleased with the progress of this system. The new system will have a significant impact on the timelines of entry in the near future. Jane asked for volunteers to test the parent side of entry. Testing will take place in late April/early May. Volunteers are: Tracy Johnson, Tara Boliek, Renee Miller, Danielle Martz and Julia Gutierrez-Albrecht.

Jane thanked everyone – parents and staff for their input and for their guidance in making the system work.

We will invite Jane back in the fall to update members on the progress of the testing.

Information and Discussion Items:

In-kind Reports/In-kind Targets

The In-kind reports and target reports were tabled to next month's meeting so members may look over the reports for discussion at next month's meeting.

Review Policy Council Operating Procedures/Proposed Amendment

Pam Badour recently had a request from Jodie Baker, ECS Business Finance Coordinator, who contacted her asking for several items in preparation for the CACFP Audit. One of the items was a Conflict of Interest statement for Policy Council members. Pam read through the Policy Council Operating Procedures and Shared Governance documents, but could not locate an actual Conflict of Interest Statement. At this point Pam discussed this with Tricia and it was decided to recommend to members the addition of the statement to the Policy Council Operating Procedures.

The recommendation was to add the following to the Policy Council Operating Procedures:

Article IV: Membership, Section VI: (Conflict of Interest)

A. Members of Policy Council shall:

- 1) Not have a conflict of interest with the Head Start agency (including any delegate agency).
- 2) Not receive compensation for serving on the Policy Council or for providing services to the Head Start agency.

Approval of the recommended amendment of the Policy Council Operating Procedures appears below under Action Items.

Agency Audit Report

Members received a copy of the Agency Audit summary that was given to the NEMCSA Board of Directors on March 1st. Tricia reviewed the summary with members. As stated above in the NEMCSA Board report, NEMCSA was determined to be in great financial condition.

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. Tricia informed members that we are fully enrolled and thanked staff for all their hard work!

Head Start and Early Head Start Budget Report

A Head Start/Early Head Start Budget Report for fiscal year February 1st, 2018 – January 31st, 2019 was distributed and reviewed with members. Tricia stated that there are still several bills that come in after the end of the fiscal year that are not accounted for yet but should be in the next monthly report.

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 \$26,981.94 for Fifth Third Bank and \$3,857.41 for WexCard fuel purchases. There were several questions. Answers were obtained. Approval appears below under Action Items.

Action Items

Approval of Recommended Amendment to Policy Council Operating Procedures

Tracy Johnson made a motion to approve the Policy Council Operating Procedures with recommended amendment. Patricia Frye seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Renee Miller made a motion to approve credit card expenditures in the amount of \$26,981.94 for Fifth Third Bank and \$3,857.41 for WexCard fuel purchases. Danielle Martz seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if any members were asked to participate in interviews. Renee Miller was asked and participated in interviews. Patricia Frye made a motion to approve New Hires. Tara Boliek seconded. All Ayes. Motion carried. There were no terminations.

New Business/Sharing/Bluesheets

Tracy Johnson, Wolverine, stated that a recent parent meeting, parents were asked what they liked about Head Start this year. There were a lot of positive responses. Tracy also shared several Bluesheets with the group regarding sign language being taught in the classroom, weekly books that the children are receiving and utilizing ClassDojo (a classroom communication app between parents and teachers).

Pam Badour shared an e-mail that she received from Misty Johnson, Mid Michigan Representative, who was unable to attend the meeting today. Misty wrote that she was asked by Tricia, at last month's meeting, if she could share any tips with us on how Mid Michigan is able to get such high "well check" numbers. Misty spoke with her FSA, Vicki Bohr who stated that they have been very lucky this year with parent participation. She also said that she stays on top of reminding parents to schedule appointments, etc. and that they have very good relationships with doctors in their area.

Kyla Avery, Alcona HB, informed the group that she has been offered a full time job and will need to resign her position on Policy Council. We wish Kyla and her family all the best and truly appreciate her participation in Policy Council!

Tina Schumacher, Community Representative, shared a flier with members regarding a Cosmic Archery event that will be held April 28th, 2019 at the Sterling Sportsman Club.

Next meeting will be Thursday, April 25th 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 or 989/893-5564 Ext. 401 with questions. Quality Inn's telephone number is 1-989/345-3503.

Tracy Johnson made a motion to adjourn. Patricia Frye seconded. All Ayes. Motion carried.

Meeting adjourned at 2:00 pm.

Policy Council Chairperson: _____ Date: _____