



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
June 22, 2018**



Jennifer Lopez, Chairperson called the meeting to order at 10:09 am.

Members Present:

Alvin “Chip” Clarke, Natalie Clarke, Rosemary Fields, Tamara Hart, Aubrey Haskill, Jennifer Lopez, Amy Murphy, John Smock, Tammy Vajcner

Staff Present:

Chelsea Corbishley (FSC), Melanie Youngs (Early Head Start Area Manager), Christina Krueger (Health Content Area Specialist), Lisa Bolen, Tricia Grifka, Pam Badour

Members Excused:

Jesyka Creamer, Melissa Holt, Danielle Martz, Tina Schumacher

Members Absent:

Joseph Berwanger

Quorum Present

Alvin “Chip” Clarke made a motion to approve May meeting minutes. John Smock seconded. All Ayes. Motion carried.

Revisit Ground Rules

Members reviewed the Ground Rules that were established at our November New Member Training.

NEMCSA Board Report

The Board Meeting was held June 1st in Glennie.

The Early Childhood Services Committee met prior to the regular meeting to review and recommend for Board approval the submission of the Head Start Supplemental Funding Application for a cost-of living adjustment (COLA).

Julie Meyers, School Success Area Manager, gave an update on the School Success Program. Hans Stevens, Principal of Lincoln Elementary School in Alpena spoke about his experience with the School Success Program.

Laurie Sauer, Area Agency on Aging Director provided a PowerPoint presentation on the 3rd year of the 3 year plan of the Area Agency on Aging Draft 2019 Annual Implementation Plan.

The next Board meeting will be August 3rd, 2018 in Rogers City.

Delegate Policy Committee

Minutes from May’s meeting were distributed and discussed. Natalie Clarke made a motion to receive and file Mid Michigan’s meeting minutes. John Smock seconded. All Ayes. Motion carried.

Workgroup Updates

Alvin “Chip” Clarke and FSC, Chelsea Corbishley attended the Natural Playground workgroup meeting that was held recently in Bay City. They discussed what their priorities are such as determining which playgrounds would be converted in the next round and creating a newsletter for parents promoting “nature based” playgrounds and ways they can donate their time and items. The Area Managers that are a part of the workgroup will be pulling together resources for staff and parents on outdoor learning environments and how to “use your classroom outside”. The group will also be developing a newsletter for schools to promote “nature based” playgrounds. The group will meet again in July at the Frederic center where a natural playground is already in place.

Action Taken by Executive Committee - Cost of Living Adjustment (COLA) Application

Tricia informed the group that due to approval being needed before the next Policy Council meeting, Pam Badour contacted members of the Policy Council Executive Committee and received verbal approval to submit the COLA application contingent upon full Policy Council approval.

Tricia reviewed the COLA application with members. A 2.6% COLA will be applied to all staff retroactive to February 11, 2018. Head Start will receive \$442,790. Of that amount, \$43,047 is awarded to the Delegate Agency (Mid-Michigan), and the remaining \$155,567 will be utilized to offset expenses including indirect costs, fingerprinting for background checks, increased rent, mileage, and supply costs.

Head Start received an increase in Training & Technical Assistance (T&TA) in the amount of \$27,957. Of that amount, \$2,554 is awarded to the Delegate Agency. \$25,403 will be utilized to provide training on the ChildPlus database and implementation of Conscious Discipline methods, as well as reimbursement for job-related course work according to agency policy.

Early Head Start will receive \$81,160. \$50,831 will be utilized to provide a 2.6% COLA increase to all staff beginning February 11, 2018. The remaining funds of \$30,329 will be utilized to offset expenses including indirect costs, fingerprinting for background checks, increased rent, mileage, and supply costs.

Early Head Start will receive an increase in Training & Technical Assistance in the amount of \$4,164. This increase will be utilized for mileage costs associated with training.

Tricia asked members for full Council approval of the Action Taken by the Executive Committee. Approval by full Council appears below under Action Items.

Focus Area Two Monitoring Review – Program Performance Summary

Tricia distributed and reviewed communication that she received from the Administration for Children and Families, Office of Head Start dated May 21, 2018 regarding the Head Start Focus Area Two Monitoring Review that was conducted March 19-23, 2018. Based on the information gathered during the review, the Head Start program was found to have no areas of concern and met the requirements of all applicable Head Start Program Performance Standards, laws, regulations and policy requirements.

Communication from Office of Head Start (OHS) – Program Instruction (PI)

Tricia shared a communication with members dated June 5, 2018 from OHS regarding a “Full Enrollment Initiative.” OHS details its plans to ensure that each Head Start grantee enroll 100 percent of its funded enrollment and maintain active waiting lists at all times with ongoing outreach to the community and activities to identify underserved populations. While full enrollment has always been a requirement, enforcement has been inconsistent and OHS has decided to make this a new priority.

Grantees currently report enrollment numbers on a monthly basis but now if those reports show a pattern of under enrollment, the grantee will face a “probation period”.

If a program is under-enrolled for four consecutive months, they will receive a *Chronically Under Enrolled Designation Letter*. That letter would then begin the process of developing a plan, in conjunction with the

Regional Office, to help get that program back up to at least 97% enrollment for 6 consecutive months after a 12-month probationary period. If a program is unable to maintain their enrollment numbers, then OHS has the authority to designate the agency as Chronically Under Enrolled and take actions. These actions include recapturing, withholding, or reducing the annual funding and funded enrollment.

Several members offered to help recruitment efforts in any way they could including distributing fliers and brochures, sharing information on social media, and talking with other parents.

Administrative Report

Tricia reviewed the Board and Policy Council Report with members. The report includes current administrative activities along with data on enrollment, attendance, health statistics and special needs.

A Head Start/Early Head Start Statement of Financial Condition for the period of February 1, 2018 through May 31, 2018 was distributed and reviewed with members. Tricia stated that we are doing well on spending and that she has no concerns at this point.

In-kind reports for Head Start and Early Head Start as well as an In-kind summary for Head Start was distributed and reviewed with members.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures for Head Start/Early Head Start in the amount of \$41,274.18 from the previous month for Fifth Third Bank. There were four (4) questions asked. Answers were obtained. Approval of Credit Card Expenditures appears below under Action Items.

Action Items

Approval of Action Taken by Executive Committee for Cost of Living Adjustment (COLA) Application

John Smock made a motion to approve Action Taken by the Executive Committee to submit the Cost of Living Adjustment (COLA) Application. Natalie Clarke seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditure Reports

Alvin “Chip” Clarke made a motion to approve Head Start/Early Head Start credit card expenditures for Fifth Third Bank in the amount of \$41,274.18. Tamara Hart seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if anyone was asked to participate in interviews. Alvin “Chip” Clarke, Tammy Vajcner and Aubrey Haskill were all asked and participated in interviews. Amy Murphy was asked but unable to participate. John Smock made a motion to approve New Hire/Terminations. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

Tamara Hart stated that with the help of EHS staff, she now has her child enrolled in special education and that he will be getting tubes put into his ears to hopefully help with his speech. She is very grateful to Early On and Early Head Start for all of their help.

Natalie Clarke and Amy Murphy shared information about the end of year celebrations held at their local centers.

Dental Exams & Follow-up – Christina Krueger, Health Content Area Specialist

Christina discussed dashboards, dental exams completed within 90 days, children with dental home, dental exams completed, children needing dental treatment/receiving dental treatment and overall oral health screens completed within 90 days. The data that she shared was from the start of enrollment until the month of June. She explained the importance of fluoride, the causes of fluorosis and the risks of

getting fluorosis. She also discussed the different types of fluorides, i.e. toothpaste, varnish, over-the-counter rinse, dietary supplements, infant formula, and the community water foundation (public water system). The community water foundation has shown to reduce tooth decay by 29%. The fluoridation status of a community water supply can be determined by contacting the local water department or accessing the website My Water's Fluoride. Christina distributed a fluoride activity for members to take home and do with their children.

Next meeting will be Friday, August 24th (there will be no meeting in July) 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 or badourp@nemcsa.org with questions. Quality Inn's telephone number is 1-989/345-3503.

Natalie Clarke made a motion to adjourn. Alvin "Chip" Clarke seconded. All Ayes. Motion carried.

Meeting adjourned at 12:38 pm.

Approved by: _____ Title: _____ Date: _____