



**Head Start/Early Head Start Policy Council  
Via Zoom  
February 26<sup>th</sup>, 2021**



Chairperson Tracy Johnson called the meeting to order at 10:10 am.

**Members Present:**

Tracy Johnson, Jessica Mulrath, Angila Mosley, Kayla Pike, Ryan Rozewski, Kelsey Verbeek, Jessica Volmering, Tina Schumacher, Amanda Weaver

**Staff Present**

Michelle Bolzman, Head Start Area Manager; Mary Ballard, ERSEA Specialist; Lisa Bolen, NEMCSA Executive Director; Tricia Grifka; Pam Badour

**Members Excused:**

Cynthia Frazer

**Members Absent:**

Sarah Achorn, Daisi Keegan, Amy White, Deon Wickman

**Quorum Present**

Amanda Weaver made a motion to approve January's meeting minutes. Angila Mosley seconded. All Ayes. Motion carried.

**NEMCSA Board Report**

The Board held a Virtual "TEAMS" meeting on February 5<sup>th</sup>. Lisa Bolen read the highlights from the Director's report. The Director's report is posted on the Policy Council Portal <https://ecs.nemcsa.org/>.

The next Board meeting will be held March 5<sup>th</sup>.

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

Minutes from February's meeting were reviewed by members. Jessica Mulrath made a motion to accept and file Mid Michigan's minutes. Kelsey Verbeek seconded. All Ayes. Motion carried.

**Workgroup Updates**

Tricia invited the 2 ERSEA workgroup members (Tina Schumacher and Cynthia Frazer) to attend the ERSEA Training that will be held virtually via Teams on Tuesday, March 9<sup>th</sup> at 9:00 a.m.

**Information and/or Discussion Items**

**Carryover Request for Continuation and CARES Act Funds**

Tricia informed members that since we were unable to spend as much money as normal due to the pandemic, she is submitting a request to Regional Office asking to carry over estimated Continuation funding for Head Start in the amount of \$722,309 and Early Head Start in the amount of \$146,369; and estimated CARES funding for Head Start in the amount of \$945,664 and Early Head Start in the amount of \$122,948 (estimated carryover for Head Start includes the estimated amount for delegate (Mid Michigan Community Action Agency) operations in the amount of \$176,307 for Continuation funding and \$120,643 for CARES funding). The Carryover funds would be used for the following:

### **Head Start Plan for Carryover**

**Continuation:** Playground remodeling; costs for moving offices; signage; security cameras; recruitment; replace copy machines; vision testing equipment; technology and other supplies.

**CARES:** Health and Mental Health consultants; PPE; educational materials for home learning packets; technology and supplies for home offices; portable sinks for classrooms without bathrooms; online and outdoor learning events for families.

### **Early Head Start Plan for Carryover**

**Continuation:** Playground; carpet replacement; outdoor family events; recruitment; parent mileage for center visits; storage shed; copy machine; technology and supplies for home offices.

**CARES:** Data plans for tablets; PPE; reflective supervision consultant; educational packets; digital thermometers and other supplies.

Tricia asked members for their approval to submit the request. Approval appears below under Action Items.

### **Proposed Cheboygan Building Purchase Pre-Application**

Tricia stated that Head Start has been renting space in the Cheboygan West Side Elementary building for offices and six classrooms since September 2018. Prior to that, the Head Start classrooms were scattered in various buildings in Cheboygan and had to move often, causing confusion for parents and community partners. Extra expenses are also incurred with frequent moves. Cheboygan Area Schools placed the building up for sale. NEMCSA is interested in pursuing funding from the Office of Head Start for building purchase and renovation in order to continue providing stable, high-quality services in Cheboygan.

The 27,750 sq. ft. former school building was constructed in 1959 and has been well-maintained by the school district. Some upgrades and repairs are necessary for it to be converted to a non-school entity licensed child care site for preschool as well as continue its viability for long-term use.

The purchase price is \$154,000, estimated repair and renovation costs are \$1,055,000 and estimated costs associated with the sale are \$314,593 for a total estimated funding amount of \$ 1,523,593. The funding application will also include a request to waive the full amount of required non-federal share.

Tricia asked members for their approval to submit the request. Approval appears below under Action Items.

### **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.

The annual staff In-Service was held virtually and received highly positive reviews. Although most staff hope to return to in-person training, some request continuing an option for virtual learning especially for part-time staff or when there is a long distance to travel. To that end, the program is investigating equipment and methods for combined in-person/virtual training options in the future.

#### **Head Start/Early Head Start Financial Report**

A Head Start/Early Head Start Budget Report (Seven Month Award for the period of July 1, 2020 through January 31, 2021) was reviewed with members. As Tricia mentioned above, she is submitting a Carryover Request for Continuation and CARES Act Funds.

#### **Credit Card Expenditure Review (Fifth Third December 2020 & WexCard – Close Date 1-6-20)**

Budget Committee members reviewed and approved Head Start/Early Head Start credit card expenditures for December in the amount of \$107,393.94 for Fifth Third Bank and Wex Card expenditures in the amount of \$957.27. There was one question. Answer was obtained. Approval of credit card expenditures appears below under Action Items.

## Action Items

### Approval of Carryover Request for Continuation and CARES Act Funds

Kelsey Verbeek made a motion to approve submission of Carryover Request for Continuation and CARES Acts funds. Amanda Weaver seconded. Motion carried.

### Approval of Submission of Proposed Cheboygan Building Purchase Pre-Application

Amanda Weaver made a motion to approve submission of Proposed Cheboygan Building Purchase Pre-Application. Angila Mosley seconded. All Ayes. Motion carried.

### Approval of Credit Card Expenditure Reports (Fifth Third December 2020 & WexCard – Close Date 1-6-21)

Amanda Weaver made a motion to approve Head Start/Early Head Start credit card expenditures for Fifth Third Bank in the amount of \$107,393.94 and Wex Card expenditures in the amount of \$957.27 for the previous month. Jessica Volmering seconded. All Ayes. Motion carried.

### Approval of New Hires/Terminations

Tracy Johnson asked if any members participated in any interviews. Jessica Volmering stated that she was asked and participated in an interview. Jessica Volmering made a motion to approve New Hires. Amanda Weaver seconded. All Ayes. Motion carried. There were no terminations.

### ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance Training)

Mary Ballard, ERSEA Specialist shared a few highlights of the ERSEA presentation that she will present to staff on March 9<sup>th</sup>.

A video was provided to members that explains how ERSEA governs the way that programs select and enroll children into their program and is one of the most important tasks to be performed in successful Head Start programs.

### New Business/Sharing/Bluesheets

There was no new business.

**Next meeting will be Friday, March 26<sup>th</sup> via Zoom.** The meeting will begin at 10:00 am and end at approximately 12:00 pm. You may contact Pam Badour at [badourp@nemcsa.org](mailto:badourp@nemcsa.org) with questions.

Ryan Rozewski made a motion to adjourn. Jessica Mulrath seconded. All Ayes. Motion carried.

Meeting adjourned at 11:27 pm.

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