



Head Start/Early Head Start Policy Council Doubletree Hotel and Conference Center November 16th, 2018



Welcome and Introductions of new and current members were made.

Tricia Grifka, Early Childhood Services Director reviewed the agenda with members and outlined the goals for the day.

Lisa Bolen, NEMCSA CEO led the group in a NEMCSA trivia game.

Get to Know You Activity

Jennifer Lopez led the activity. It was a fun activity and a great way for all to get acquainted. Members had the opportunity to share a little bit about themselves, their children and parenting.

Ground Rules

Jennifer Lopez explained the importance of established ground rules for Policy Council. She asked members to take turns reading each of the rules and asked if any other rules should be added. Additions to the Ground Rules are: "Have fun!" and "Take what you learn back to your communities."

Confidentiality Statement and Code of Ethics

Members received a copy of the Policy Council Confidentiality Statement and Code of Ethics. Alvin "Chip" Clarke reviewed it with members. They were asked to sign and turn in the form acknowledging that they understood the importance of confidentiality and the code of conduct that the group will follow.

Rhonda Kuehn, Head Start Assistant Director and Pam Badour, Administrative Assistant reviewed the Childcare Voucher & Mileage Reimbursement form with members. Reimbursement for mileage is currently at .46 per mile. Members were also told that odometer readings are necessary on the reimbursement form and that "trip odometer" cannot be used. Childcare reimbursement is currently \$3.00 per hour for 1st child and \$1.50 per hour for every child thereafter.

Natalie Clarke reviewed with members the "Blue Sheet" process of facilitating two-way communication between Policy Council and local programs.

Natalie also read a Bluesheet that was submitted from an Omer Head Start parent who is very thankful for the conversion of the playground at the Omer site being transformed into a natural playground. She stated that the children now run around happy and play very well together! Natural playgrounds are one of our program's five year goals.

Tricia invited current Policy Council members, Jennifer Lopez, Melissa Holt, Tina Schumacher and Natalie Clarke to partake in a panel discussion about themselves, their child/children, family and their experience with Head Start/Early Head Start and Policy Council.

Agency Overview

Tricia introduced Fran Whitney, NEMCSA Outreach and Communication Coordinator to the group. Fran presented a PowerPoint presentation on NEMCSA programs and services.

Orientation

Rhonda Kuehn provided a PowerPoint Orientation and Training presentation to the group. The presentation included a program overview, Head Start Performance Standards Requirements and Parent Engagement.

Introduction to Parent Involvement (In-kind)

Non-Federal Share (In kind) was explained and discussed. Tricia told members that Head Start is a “no cost” program but not a “free” program. It takes an additional \$1,958 worth of volunteer effort for each child. Even though we cannot mandate parents and other people to volunteer we can certainly encourage them to do so by providing multiple opportunities.

At this point Tricia led the group in an In-kind activity “What is and is not an allowable donation/service?”

Tricia reviewed the Head Start School Readiness Act and the Program Performance Requirements for Policy Council. She also provided descriptions of officer roles and other elected positions as well as their responsibilities as an advisory body and their leadership role at the local level.

Business Meeting

Jennifer Lopez called the business meeting to order at 2:20 pm.

Members Present:

Kyla Avery, Patricia Frye, Julia Gutierrez-Albrecht, Tracy Johnson, Amanda Kaley, Anna Kreitner, Stevy Maples, Danielle Martz, Renee Miller, Shiree Robidou, Hope Sandelius, Jessica VanAntwerp

Prior Year Members Present:

Aubrey Haskill, Jennifer Lopez, Amy Murphy, Tina Schumacher

Members Excused:

Paige Archambeau, Nicole Cannon, Mikylah Gallegos, Brandy Kozlowski, Amanda Kraemer, Vestine Nyirabarar, Kayla Rifenbark, Savannah Saunders, Crissy Sharon, Devin Yant

Prior Year Members Excused:

Rosemary Fields

Members Absent:

Nathan Case, Sheena Dickinson, Mike Socia

Staff Present:

Tricia Grifka, Rhonda Kuehn and Pam Badour

Tricia reviewed the Policy Council Operating Procedures with members. The procedures explain the roles and responsibilities of elected officers. Tricia stated that the current Operating Procedures allow for up to seven (7) Community Representatives. At last month’s meeting there were eight (8) people interested in serving as Community Representatives. She stated that not all of the parent representative positions have been filled at the local level and that we could allow one (1) additional Community Representative. Not all members that had been interested in being a Community Representative were present and/or able to serve at this time. Members discussed the increase and felt that even though there were not (8) people interested at this time, it still would be a good idea to increase the number to eight (8) to allow future returning members the opportunity to serve.

The second recommendation to the Operating Procedures was an addition to Article IV: Membership, Section V: (Code of Conduct): 3) Violation of the Extreme Behavior Policy at the local program level will result in a parent being ineligible to serve on Policy Council.

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

Elections

- **Approval of Community Representatives:** Aubrey Haskill, Jennifer Lopez, Amy Murphy, Tina Schumacher and Rosemary Fields (who was unable to attend) were eligible to serve as 2018/2019 Community Representatives. A unanimous ballot was cast. Aubrey Haskill, Jennifer Lopez, Tina Schumacher and Rosemary Fields will serve as the 2018/2019 Community Representatives.
- **Election of Chairperson:** Nominations: Tracy Johnson and Jennifer Lopez. Nominations closed. Vote was cast by secret ballot. Jennifer Lopez was elected 2018/2019 Policy Council Chairperson.
- **Election for Vice-Chairperson:** Nominations: Tracy Johnson, Amy Murphy, Renee Miller and Shiree Robidou. Vote was cast by secret ballot. Tracy Johnson was elected 2018/2019 Policy Council Vice-Chairperson.
- **Election for Secretary:** Nominations: Anna Kreitner. A unanimous ballot was cast. Anna Kreitner was elected 2018/2019 Policy Council Secretary.
- **Election for the NEMCSA Board of Directors:** Jennifer Lopez, Chairperson accepted her position on the Board of Directors. Nominations for three more positions: Amy Murphy, Tracy Johnson, Renee Miller, Tina Schumacher, Amanda Kaley, Danielle Martz, Aubrey Haskill and Shiree Robidou. Nominations closed. Vote was cast by secret ballot. Aubrey Haskill, Shiree Robidou and Tina Schumacher will serve as the 2018/2019 NEMCSA Board Representatives.
- **Executive Committee: Selected by Chairperson:** The Executive Committee consists of five members and is composed of the officers of Policy Council, Jennifer Lopez, Tracy Johnson and Anna Kreitner and two Policy Council members appointed by the Chairperson. Amy Murphy and Amanda Kaley volunteered to serve on the Executive Committee and were appointed by the Chairperson.
- **Budget Committee:** Tracy Johnson, Renee Miller, Hope Sandelius and Amanda Kaley will serve as the 2018/2019 Budget Committee.

Quorum present

Tricia thanked returning members of last year's Policy Council for their dedication to the group and presented certificates of appreciation.

Approval of Minutes

Members reviewed October's meeting minutes. There were no questions. Aubrey Haskill made a motion to approve October's meeting minutes. Tracy Johnson seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Board meeting was held November 2nd in in West Branch.

Karen Dunn, Foster Grandparent Volunteer, spoke to the group about her experience as a Foster Grandparent.

The Program Planning and Evaluation Committee met prior to the regular meeting to review and recommend for approval the submission of the Head Start Duration Funding Application and the Head Start and Early Head Start Selection Criteria. Both items were approved.

The next Board meeting will be held at the Ramada Inn in Alpena on Friday, December 7th.

Information and Discussion Items

Credit Card Expenditure Review – Budget Committee

At this point a previous member of the Budget Committee met separately with the current Budget Committee members and explained the process and purpose of reviewing credit card expenditures for Head Start and Early Head Start. These expenditures are for Early Childhood Services staff, not staff from other NEMCSA divisions. The committee will review credit card expenditures for approval at next month's meeting.

Complaint Procedure

Tricia reviewed the Complaint Procedure with members. Approval appears below under Action items.

Action Items:

Approval of Recommended Amendments to Policy Council Operating Procedures

Amy Murphy made a motion to approve the Policy Council Operating Procedures with recommended amendments. Tracy Johnson seconded. All Ayes. Motion carried.

Approval of the Head Start/Early Head Start Complaint Procedure

Shiree Robidou made a motion to approve the Head Start/Early Head Start Complaint Procedure. Amanda Kaley seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Tricia explained to members their role in the hiring and termination of Head Start/Early Head Start employees. Jennifer Lopez asked if anyone was asked to participate in any interviews. Hope Sandelius and Amy Murphy were both asked and participated in interviews. Members received a list of new hires/terminations. Shiree Robidou made a motion to approve new hire/terminations. Amanda Kaley seconded. All Ayes. Motion carried.

Introduction of the Policy Council Portal

Tricia informed new members that a Policy Council Portal has been created on the NEMCSA website that would allow them to view documentation that is normally copied and distributed to members at each meeting. Members will be provided more information about the portal at next month's meeting.

Other information/Discussion Items

Meetings will be held on the 4th Friday of each month with the exception of December 21st, April 25th (Thursday) and May 17th. Meeting calendars noting Policy Council and NEMCSA Board meeting dates were distributed to members.

Next meeting will be Friday, December 21st at the Quality Inn Forward Conference Center, 2980 Cook Road in West Branch (Exit 212). The meeting will begin at 10:00 am and end at approximately 2:00 pm. **Quality Inn's telephone number is 1-989/345-3503. In the event of inclement weather during the winter months it is very important that you call before leaving your house to make sure the meeting has not been cancelled.** You may also contact Pam Badour at 1-989/893-5564 Ext. 401 or badourp@nemcsa.org with questions.

Aubrey Haskill made a motion to adjourn. Tracy Johnson seconded.

Meeting adjourned at 4:01 pm.

Approved by: _____

Title: _____

Date: _____